SENATE OF VIRGINIA

Computer Training Manual

- Microsoft® Windows 7
- Microsoft® Word
- Microsoft® Excel
- Google® Mail
- Google® Calendar
- Timesheets
- Senate Portal

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Windows 7 has a sleek, modern look: rounded corners, softer colors, and glassy, transparent effects on buttons and windows, so that you can see traces of the desktop or other open windows right through them.

The Aero desktop experience features glass-like windows for an open look.

In Windows 7, the window previews are a lot more detailed than they were in Windows XP. Instead of a program icon, thumbnail previews of the contents of each window appear as you tab through them.

The taskbar

The taskbar is the long horizontal bar at the bottom of your screen. Unlike the desktop, which can get obscured by open windows, the taskbar is almost always visible. It has three main sections:

The **Start button**, which opens the Start menu.

The **middle section**, which shows you which programs and files you have open and allows you to quickly switch between them.

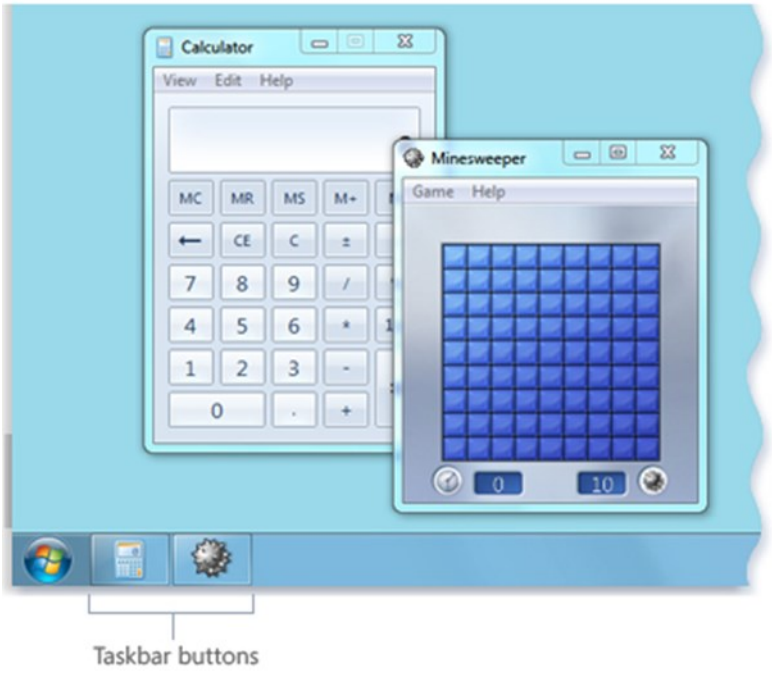
The **notification area,** which includes a clock and icons (small pictures) that communicate the status of certain programs and computer settings.

You're likely to use the middle section of the taskbar the most, so let's look at it first.

KEEP TRACK OF YOUR WINDOWS

If you open more than one program or file at a time, you can quickly start piling up open windows on your desktop. Because windows often cover each other or take up the whole screen, it's sometimes hard to see what else is underneath or remember what you've already opened.

That's where the taskbar comes in handy. Whenever you open a program, folder, or file, Windows creates a corresponding button on the taskbar. The button shows an icon that represents the open program. In the picture below, two programs are open—Calculator



Click a taskbar button to switch to that window

and Minesweeper—and each has its own button on the taskbar. Each program has its own button on the taskbar. Notice how the taskbar button for Minesweeper is highlighted. That indicates that Minesweeper is the active window, meaning that it's in front of any other open windows and is ready for you to interact with.

To switch to another window, click its taskbar button. In this example, clicking the taskbar button for Calculator brings its window to the front.

SWITCHING BETWEEN WINDOWS

If you open more than one program or document, your desktop can quickly become cluttered with windows. Keeping track of which windows you have open isn't always easy, because some win-

dows might partially or completely cover others.

USING THE TASKBAR

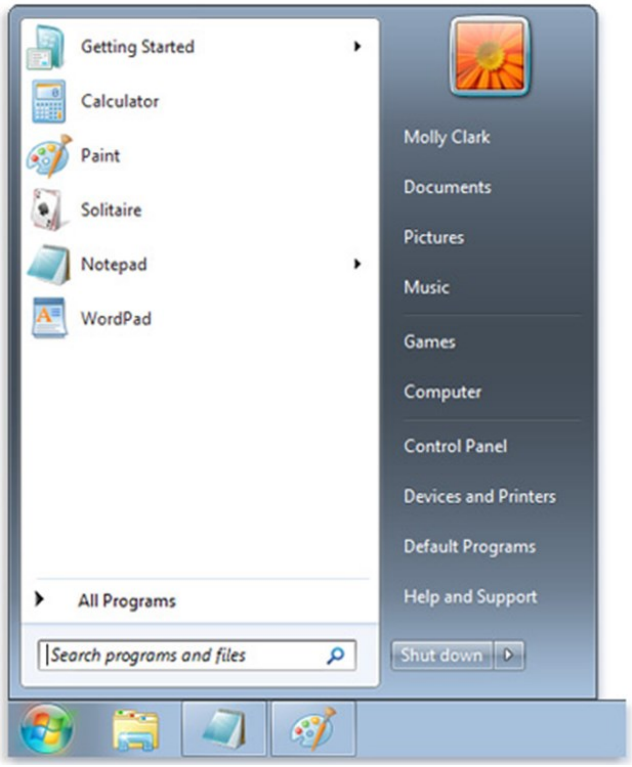
The taskbar provides a way to organize all of your windows. Each window has a corresponding button on the taskbar. To switch to another window, just click its taskbar button. The window appears in front of all other windows, becoming the active window—the one you're currently working in.

Pointing to a window's taskbar button displays a preview of the window

To easily identify a window, point to its taskbar button. When you point to a taskbar button, you'll see a thumbnail-sized preview of the window, whether the content of the window is a document, a photo, or even a running video. This preview is especially useful if you can't identify a window by its title alone.

THE START MENU

The Start menu is the main gateway to your computer's programs, folders, and settings. It's called a menu because it provides a list of choices, just as a restaurant menu does. And as "start" implies, it's often the place that you'll go to start or open things.



Use the Start menu to do these common activities:

- Start programs
- Open commonly used folders
- Search for files, folders, and programs
- Adjust computer settings
- Get help with the Windows operating system
- Turn off the computer
- Log off from Windows or switch to a different user account

To open the Start menu, click the Start button in the lower-left corner of your screen. Or, press the Windows logo key on your keyboard.

The Start menu has three basic parts:

- The large left pane shows a short list of programs on your computer. Your computer manufacturer can customize this list, so its exact appearance will vary. Clicking All Programs displays a complete list of programs (more on this later).
- At the bottom of the left pane is the search box, which allows you to look for programs and files on your computer by typing in search terms.
- The right pane provides access to commonly used folders, files, settings, and features. It's also where you go to log off from Windows or turn off your computer.

Opening programs from the Start menu

One of the most common uses of the Start menu is opening programs installed on your computer. To open a program shown in the left pane of the Start menu, click it. The program opens and the Start menu closes.

If you don't see the program you want, click All Programs at the bottom of the left pane. The left pane displays a long list of programs in alphabetical order, followed by a list of folders.

Clicking one of the program icons starts the program, and the Start menu closes. So what's inside the folders? More programs. Click Accessories, for example, and a list of programs that are stored in that folder appears. Click any program to open it. To get back to the programs you saw when you first opened the Start menu, click Back near the bottom of the menu.

If you're ever unsure what a program does, move the pointer over its icon or name. A box appears that often contains a description of the program. For example, pointing to Calculator displays this message: "Performs basic arithmetic tasks with an on-screen calculator." This trick works for items in the right pane of the Start menu, too.

You might notice that over time, the lists of programs in your Start menu change. This happens for two reasons. First, when you install new programs, they get added to the All Programs list. Second, the Start menu detects which programs you use the most, and places them in the left pane for quick access.

What's in the right pane?

The right pane of the Start menu contains links to parts of Windows that you're likely to use frequently. Here they are, from top to bottom:

Personal folder. Opens your personal folder, which is named for whoever is currently logged on to Windows. For example, if the current user is Molly Clark, the folder will be named Molly Clark. This folder, in turn, contains user-specific files, including the My Documents, My Music, My Pictures, and My Videos folders.

Documents. Opens the Documents library, where you can access and open text files, spreadsheets, presentations, and other kinds of documents.

Pictures. Opens the Pictures library, where you can access and view digital pictures and graphics files.

Music.

Computer. Opens a window where you can access disk drives, cameras, printers, scanners, and other hardware connected to your computer.

Control Panel.

Devices and Printers. Opens a window where you can view information about the printer, mouse, and other devices installed on your computer.

Default Programs. Opens a window where you can choose which program you want Windows to use for activities such as web browsing.

Help and Support. Opens Windows Help and Support, where you can browse and search Help topics about using Windows and your computer. Windows Help and Support has grown by leaps and bounds since Windows XP. There are many more topics, illustrations, and video demos posted online, and they're continually updated. To see the most current Help content, go to the **Windows Help & How-to** website.

At the bottom of the right pane is the Shut down button. Click the Shut down button to turn off your computer.

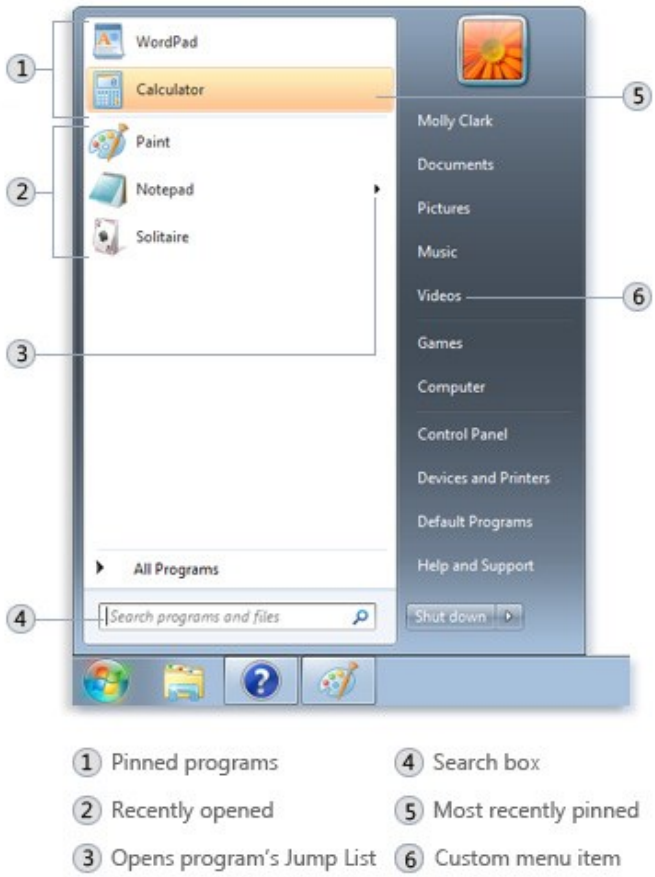
Clicking the arrow next to the Shut down button displays a menu with additional options for switching users, logging off, restarting, or shutting down. Click the Shut down button to shut down your computer or click the arrow for more options.

How to Customize the start Menu– optional

To pin a program icon to the Start menu

If you use a program regularly, you can create a shortcut to it by pinning the program icon to the Start menu.

- Pinned program icons appear on the left side of the Start menu.
- Right-click the program icon you want to pin to the Start menu, and then click Pin to Start menu.



To remove a program icon from the Start menu

Removing a program icon from the Start menu doesn't remove it from the All Programs list or uninstall the program.

- Click the Start button.
- Right-click the program icon you want to remove from the Start menu, and then click Remove from this list.

Change your desktop back-ground (wallpaper)

Your desktop background (also called wallpaper) can be a digital picture from your personal collection, a picture that comes with Windows, a solid color, or a picture framed with a color. You can choose one image to be your desktop background or you can display a slide show of pictures.

.

To change the desktop background

Right click in any open spot on your computer's desktop.

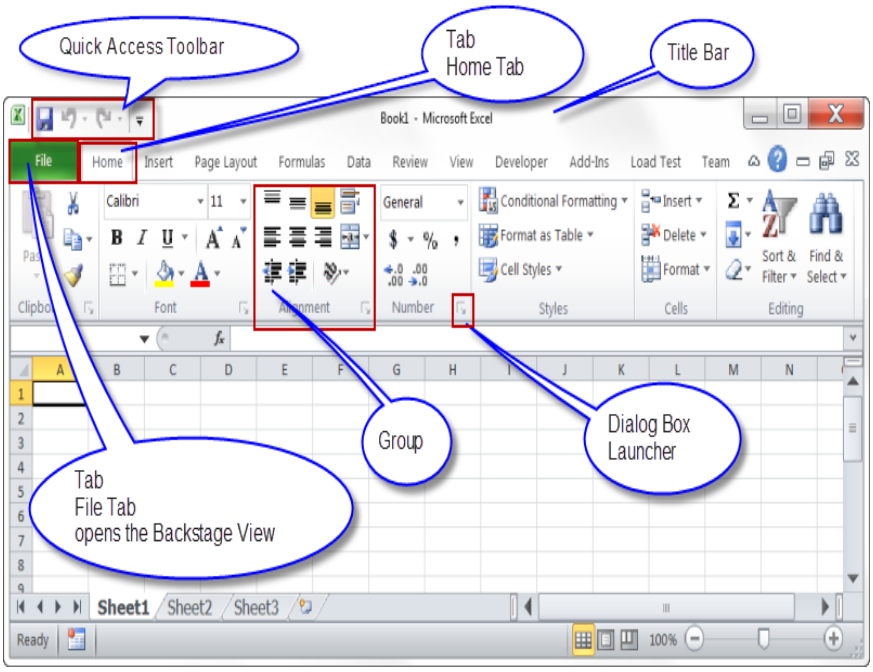
1. Select Personalization.
2. Click the picture or color that you want to use for your desktop background.
3. Click Save Changes in the lower right

Microsoft

EXCEL 2010

Finding Commands in Excel 2010

The Ribbon

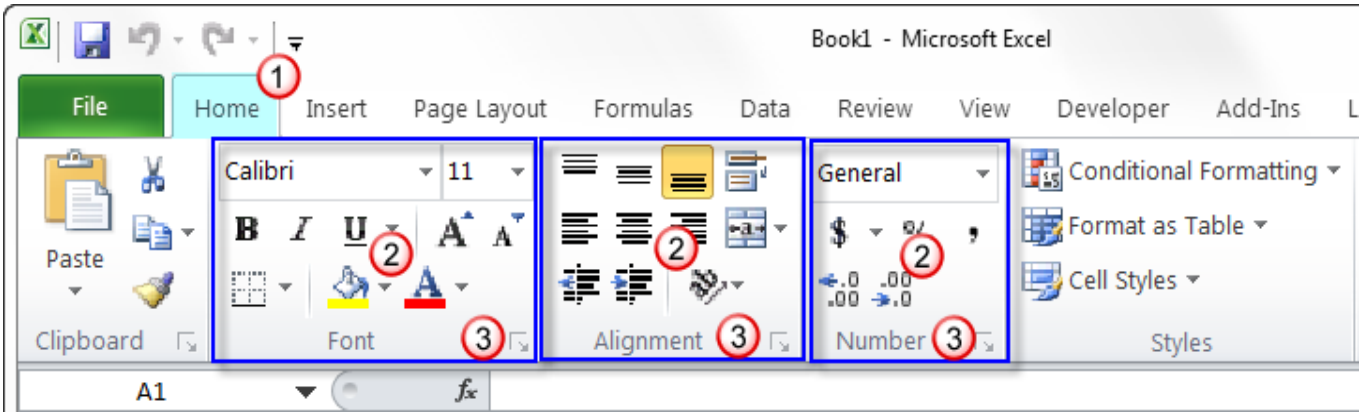


First, everything below the Formula Bar is the same

When you are working in the Excel grid, all of the navigation and formula entry keystrokes are identical to the old Excel. The only difference happens when you need to reach up to use a command from the menu or toolbars.

Look on the Home Tab first

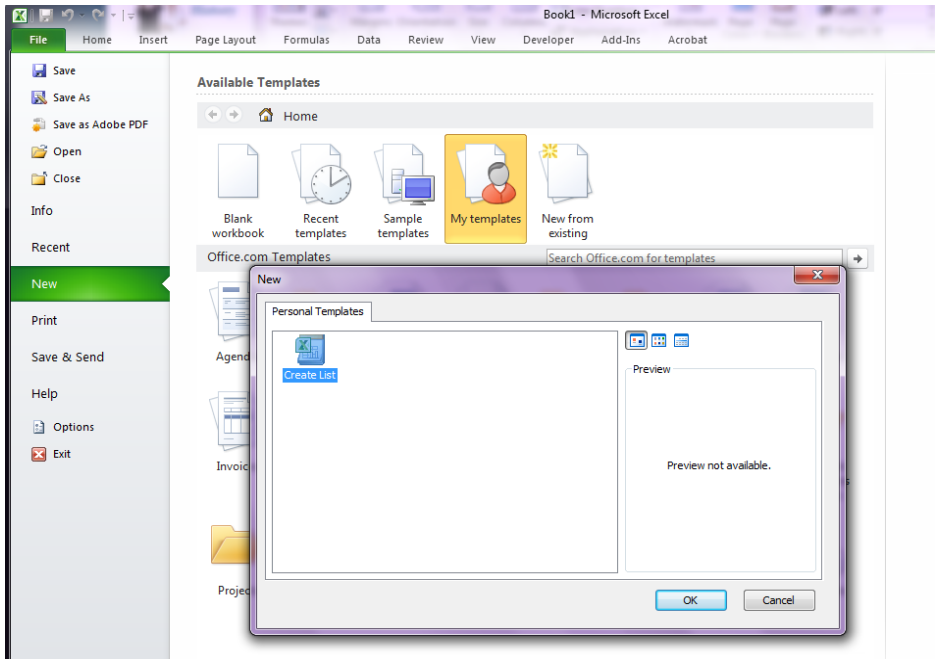
The Home tab was engineered to have 80% of the commands that you will need in an Excel session. Everything from the old Standard and Formatting Toolbars is here. When you are hunting for a command, start at the Home tab.



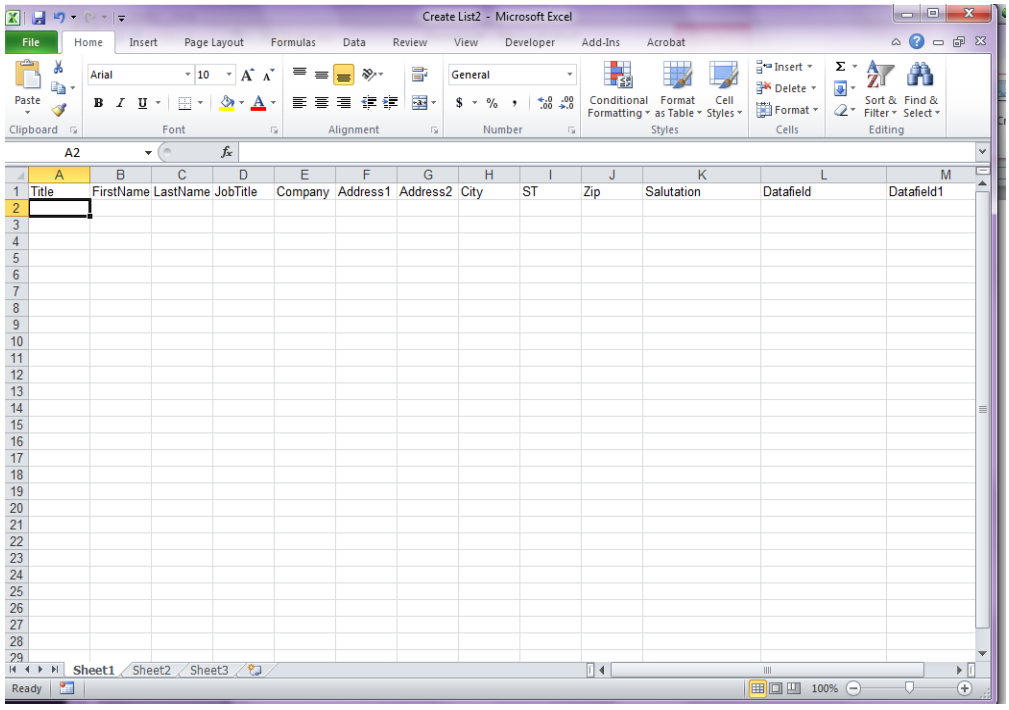
Create A List

1. Open Excel. Click the "File" tab. The File menu will open.

Click "New" on the Office menu. Click on “My Templates” A window called "New" will open. Select “Create List” template. And click the OK button. The template will open in a new workbook.



Save the workbook.



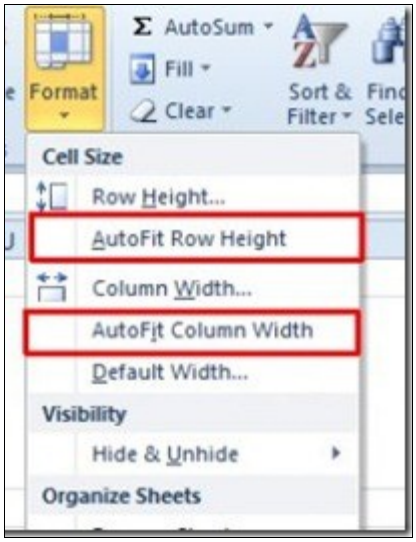
Adjust row height, column width

By default, each column is the same width. If you type text that exceeds the column width, one of two things happens:

1. If the cell to the right is blank: The text overflows into it.
2. If the cell to the right is not blank: The text appears cut off (truncated). The full text is still stored there, though.

To fix such a problem, you must widen the column. Here are some ways how:

1. To widen the column exactly enough to hold the longest entry in it: Double-click the divider between the column headers, or choose Home-->Cells-->Format-->AutoFit Column Width.



2. To widen the column manually: Drag the divider between the column headers.
3. This process also works with row heights. You can drag the divider between two row numbers to change the row height, or double-click the divider to autofit to the content.
4. Row heights adjust automatically to fit the tallest text in them, so you don't have to worry about text being vertically truncated in rows — usually. If you manually adjust the height of a row and then put some larger text into it, the larger text might become truncated because the row height has been fixed. To make it autofit again, choose Home-->Cells-->Format-->AutoFit Row Height.

Rules for Data Entry:

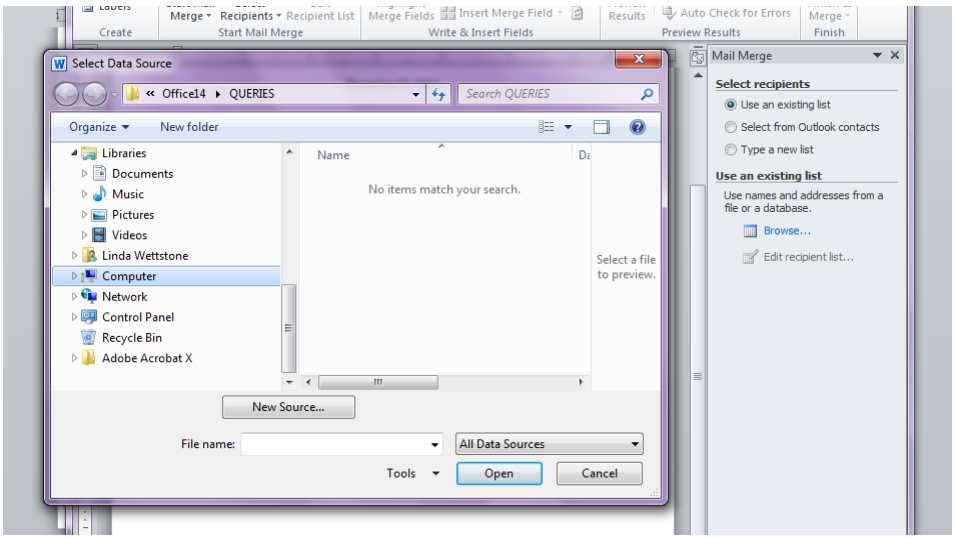
1. **Do not do anything to the column headings. This is VERY important** for the mail merge to work. Do not rename, delete or edit the column headings.
2. You may have to widen the columns.
3. The State Column defaults to "VA" (if left blank, it will be "VA")
4. You must type in the state's abbreviation if you would like it to be different than "VA"

5. The default for the Salutation is Title + First Name. Only if you want a different salutation, you must type the preferred salutation.

Save your work!

When you are finished entering the names, addresses and salutations, click on the save button. The first time you will be prompted to name your file.

Exit out of Excel.



PUNCTUATION

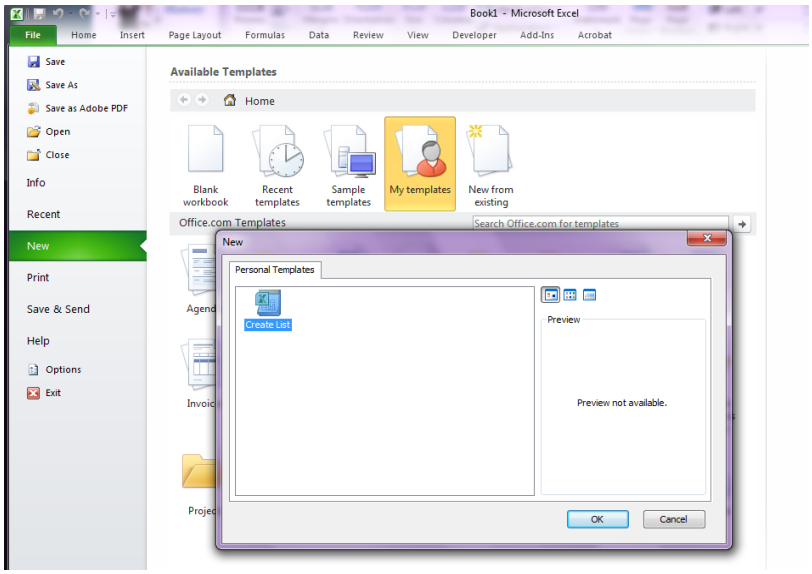
- Do not place a comma (,) after city.
- Do not place a colon (:) after Salutation.
- You have to place a period (.) after Title and all other punctuation with the text.

Practice exercises

Exercise 1

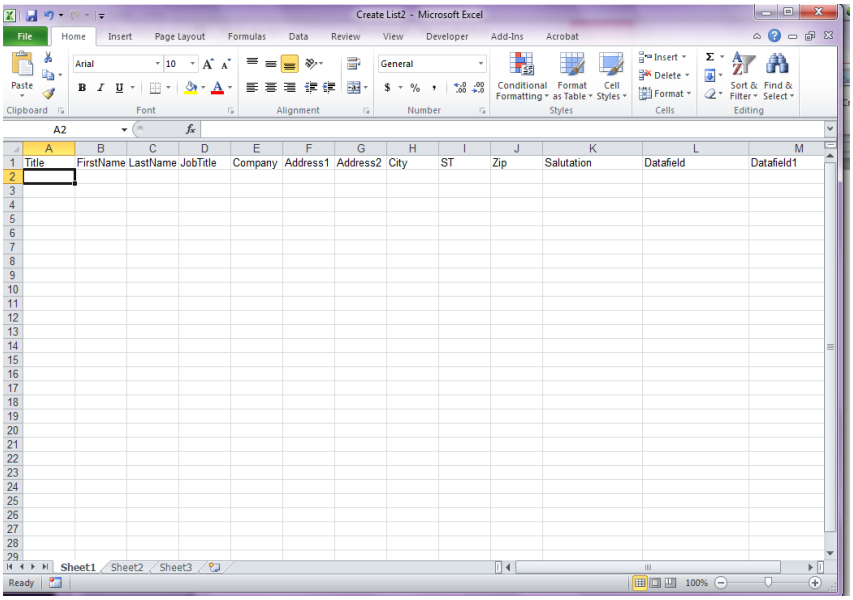
1 Open Excel. Click the "File" tab. The File menu will open.

Click "New" on the Office menu. Click on “My Templates” A window called "New" will open. Select “Create List” template. And click the OK button. The template will open in a new workbook.



2. Save the workbook. (Cick File, Save As)

3. Name the file “List1”, save it to your “Lists” folder”

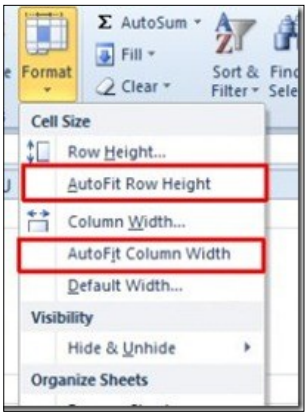


4. Type in the following name, address and salutation in your new list:

ROW 1 —

TITLE	Mr. (Click to the next cell or press the Tab Button)
FIRSTNAME	John (Click to the next cell or press the Tab Button)
LASTNAME	Doe (Click to the next cell or press the Tab Button)
ADDRESS1	123 First St. (Click to the next cell or press the Tab Button)
ADDRESS2	
CITY	Richmond (Click to the next cell or press the Tab Button)
ST	
ZIP	23219 (Click to the next cell or press the Tab Button)

5. Double-click the divider between the column headers, or choose Home-->Cells-->Format-->AutoFit Column Width.



6. To widen the column manually: Drag the divider between the column headers.

7. Type in the following names, addresses and salutations in your new list *(go to step 5 to widen the columns if needed):*

Sarah J Anderson 5440 Montbrook Cir, Apt F Richmond VA 23227	Bessie L Jones 1715 Bellevue Ave Richmond VA 23227
Ray Smith 15 13th St SW Roanoke VA 24016-2811	Tonya Johnson 7953 Fordson Rd Alexandria VA 22306

8. Click the save button.

Microsoft

WORD 2010

Microsoft® Word 2010

Quick Access Toolbar

Commands shown here are always visible. You can add your favorite commands to this toolbar.

Ribbon Tabs

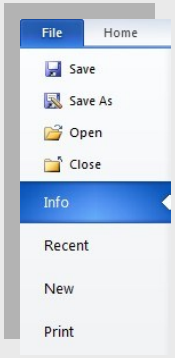
Click any tab on the ribbon to display its buttons and commands.

Ribbon Groups

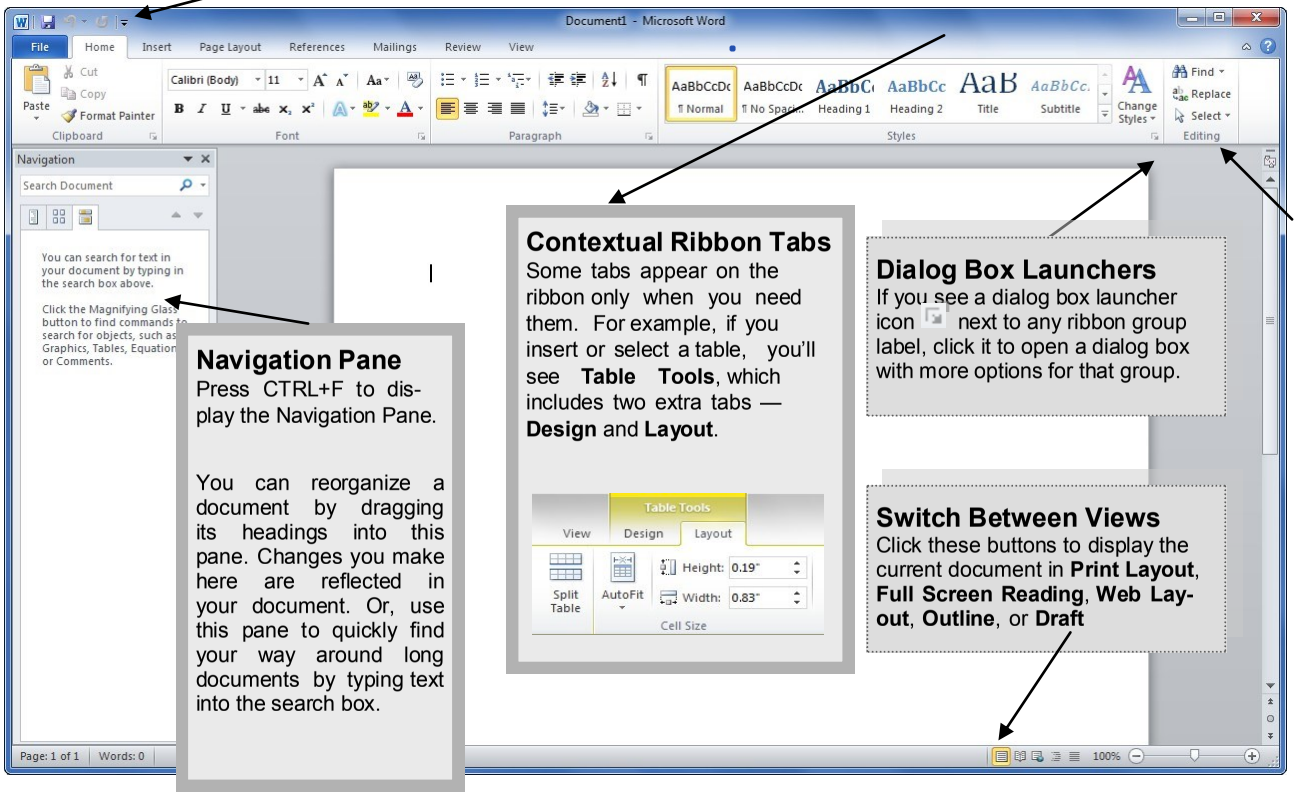
Each ribbon tab contains groups, and each group contains a set of related commands. Here, the **Paragraph** group contains commands for creating bulleted or numbered lists, and for centering text.

Backstage View

Click the **File** tab to enter Backstage view, where you can open, save, print, and manage your Word files.



To exit Backstage view, click any ribbon tab.



Navigation Pane

Press CTRL+F to display the Navigation Pane.

You can reorganize a document by dragging its headings into this pane. Changes you make here are reflected in your document. Or, use this pane to quickly find your way around long documents by typing text into the search box.

Contextual Ribbon Tabs

Some tabs appear on the ribbon only when you need them. For example, if you insert or select a table, you'll see **Table Tools**, which includes two extra tabs — **Design** and **Layout**.

Dialog Box Launchers

If you see a dialog box launcher icon next to any ribbon group label, click it to open a dialog box with more options for that group.

Switch Between Views

Click these buttons to display the current document in **Print Layout**, **Full Screen Reading**, **Web Layout**, **Outline**, or **Draft**

Hide the Ribbon

Need more space on your screen? Click this icon or press CTRL+F1 to hide or show the ribbon.

Microsoft® Office

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Create a New Document

The Word window will open with a blank document.

You already have a new document on the screen, but since it has been opened by Word itself, you will open another new document for the sake of learning.

2. Click the ‘File tab to open the Backstage menu and click the ‘New’ menu option (see Figure 1).

This brings up a list of available templates on the basis of which you can start a new document.

For this lesson you will use the blank document template which is already selected.

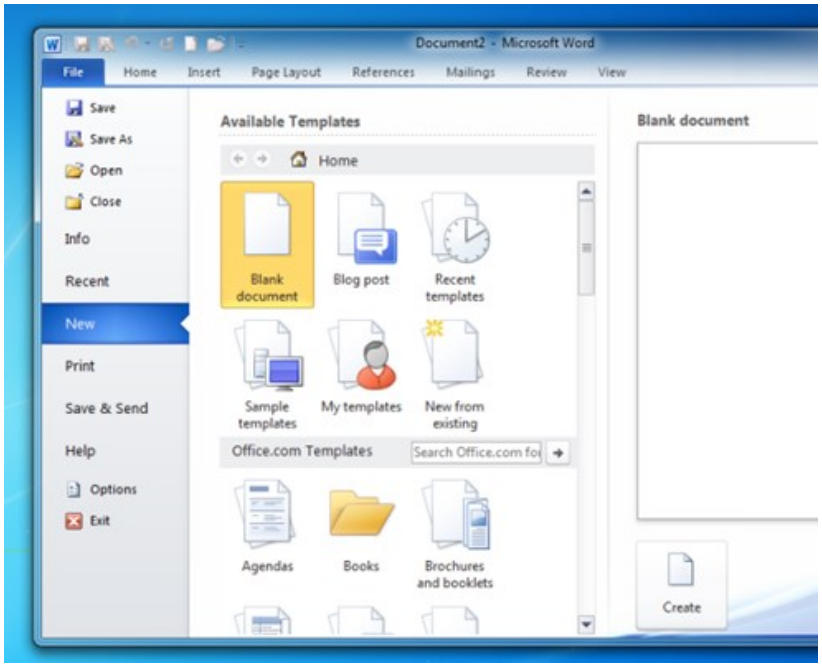


Figure 1: Backstage Menu with 'New' selected

3. Click the ‘Create’ button. A new Word window will open with a blank document.

Typing Text into Document

Type the following text using the keyboard:

Alice had sat on the bank by her sister till she was tired. Once or twice she had looked at the book her sister held in her hand, but there were no pictures in it, "And what is the use of a book," thought Alice, "without pictures?" She asked herself as well as she could, for the hot day made her feel quite dull, if it would be worthwhile to get up and pick some daisies to make a chain. Just then a white rabbit with pink eyes ran close by her.

1. Start typing.

As you type, the letters will appear one by one at the cursor. Each press of a letter key will produce the letter on the screen in lowercase. For uppercase letter i.e. capital letter, press the letter key along with the Shift key. When a typed letter shows up, the cursor will move to its right.

2. When you have typed all letters of the first word, press the ‘Space Bar’ once before starting to type the second word.

Space bar is used to separate one word from another by inserting space between them.

3. Keep typing, pressing the space bar after each word.

When the cursor reaches the end of the line, the text typed further will automatically move to the next line below. This is called text wrapping, which Word does automatically for you.

4. Keep typing until you reach the end of the text.

Starting A New Paragraph

Start a new paragraph after the one you have just finished and type the following text:

That was not such a strange thing, nor did Alice think it so much out of the way to hear the Rabbit say, "Oh dear! Oh, dear! I shall be late!" But when the Rabbit took a watch out of its pocket, and looked at it and then ran on, Alice started to her feet, for she knew that was the first time she had seen a Rabbit with a watch. She jumped up and ran to get a look at it, and was just in time to see it pop down a large rabbit hole near the hedge.

1. Press the Enter key once

You will see the cursor jump to the beginning of the next line below the first paragraph. Pressing the Enter key (also called the ‘Return’ key) starts a new paragraph.

2. Now type the text in the new paragraph.

Saving the Document

Name the document which you have just typed and save it.

1. Click ‘File’ tab to open its menu.

You will find two menu options for saving a document –‘Save’ and ‘Save As’.

2. Click either option, and the ‘Save As’ dialog will be launched.

3. In the box by the side of ‘File Name’ enter the name of document as “Alice and the White Rabbit”.

The folder in which the document will be saved is shown in the left hand box at the top of the dialog.

4. Navigate to the desired folder in this box and select it.

5. Click ‘Save’ button.

The document is saved and its given name appears in the title bar.

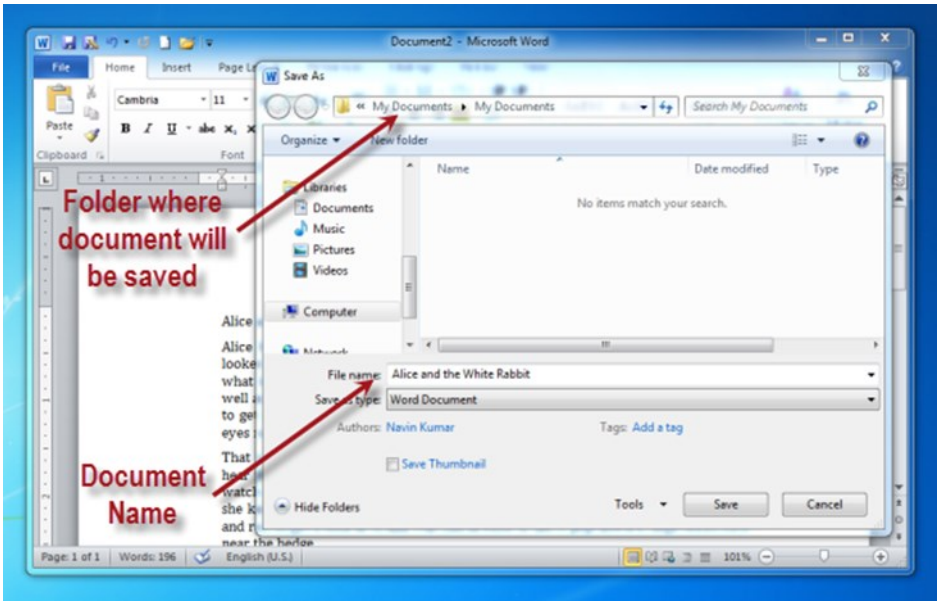


Figure 2: 'Save As' Dialog Box

REMEMBER! The ‘Save’ option of File Menu opens the ‘Save As’ dialog box if you are saving a new document for the first time; but if you are saving a previously saved document, it straightaway saves the document without seeking any further input from user.

TIP! * You can save a document using keyboard shortcut Ctrl+S. This launches the ‘Save As’ dialog if a new document is to be saved. In case of a previously saved document, Ctrl+S saves the document straightaway. * It is a good idea to save a new document immediately after it has been started, even before typing any text into it. After that, while working on the document, you must save it frequently, say after completing each paragraph or after every five minutes. This will ensure that if your computer crashes or if there is power failure, you will only lose text or data typed after the last save operation.

Closing the Document

Close the document titled “Alice and the White Rabbit” created by you.

1. Click the File tab and choose ‘Close’ from its menu.

If you have made changes to the document after the last Save operation, a dialog box will ap-

pear asking whether you wish to save the changes.

2. Click the ‘Save’ button in the dialog.

The document will close.

Another way of closing the document is to click the Close button (marked with an ‘x’) on the Window Controls.

Opening an Existing Document

Open the document “Alice and the White Rabbit” which you have just closed.

Step-by-Step Instructions

1. Click ‘File’ tab and choose ‘Open’ menu option or press the keyboard shortcut Ctrl+O.

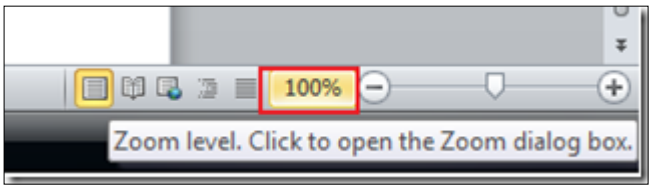
This will bring up the Open dialog.

2. Navigate to the folder where you had saved your document and open this folder.

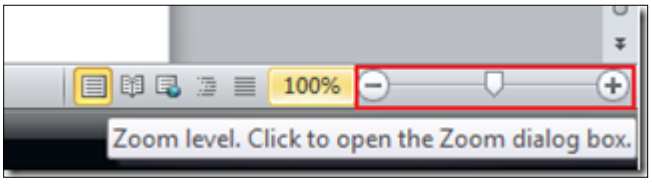
You will see the name of the document in the folder.

3. Open the file by either double-clicking it or by selecting the name and clicking ‘Open’ button on the dialog.

4. Sometimes after opening an existing document, the print may be difficult to read.



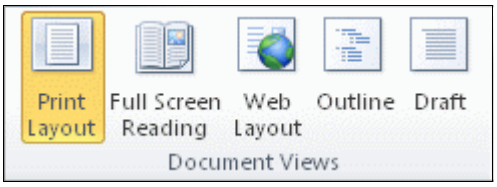
The above Zoom window can also be accessed by clicking on the Zoom value displayed on the **Word document status bar**.



Another simpler way to **change the zoom level** is to use the **slider control** to select desired zoom value.

Read documents

1 Open the document that you want to read.
2 On the **View** tab, in the **Document Views** group, click **Full Screen Reading**



3. To move from page to page in a document, do one of the following:

- Click the arrows in the lower corners of the pages.
- Press PAGE DOWN and PAGE UP or SPACEBAR and BACKSPACE on the keyboard.
- Click the navigation arrows at the top center of the screen.

Print your document

1. Click the **File** tab and then click **Print**.
2. Do the following:

- Under **Print**, in the **Copies** box, enter the number of copies that you want to print.
- Under **Printer**, make sure that the printer that you want is selected.
- Under **Settings**, the default print settings for your printer are selected for you. If you want to change a setting, click the setting you want to change and then select the setting that you want.

3. When you are satisfied with the settings, click **Print**.

Word 2010 Practice Exercises

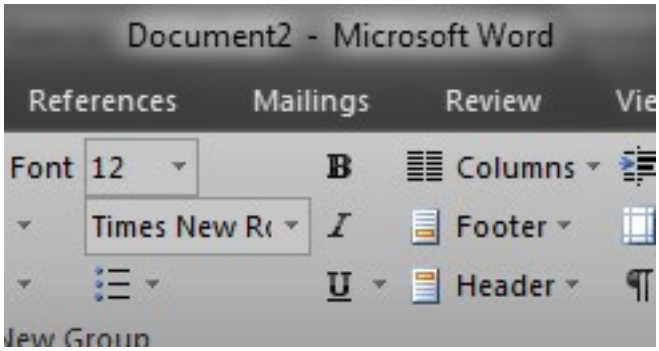
Exercise 1

In this exercise you will learn about:

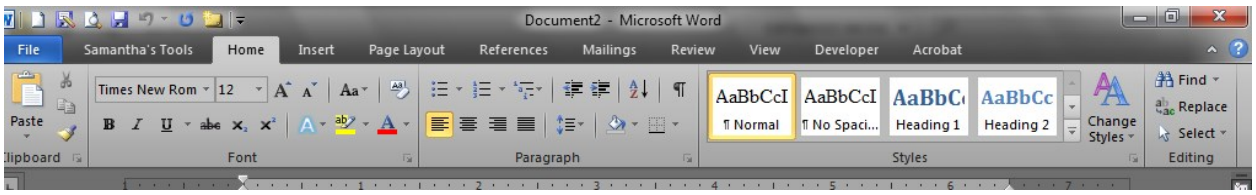
- Using the toolbar
- Highlighting text
- Copy and Paste functions
- Font and Font size
- Common keyboard operations
- Bold, Italics, Underline

1. Click the Word Icon on the Taskbar.

2. Now the program, Microsoft Word, is open. **Look** at the screen. Are the words **Microsoft Word** at the top of the screen?



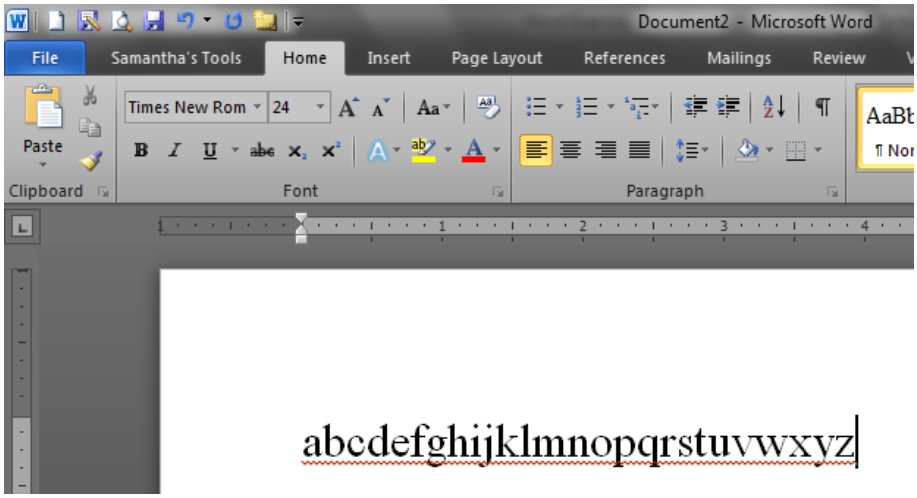
3. Slowly **Move the Cursor** across the Home Ribbon. It looks like the picture below. **Don't Click.** When you hover to a icon you will see the name for that icon or tool.



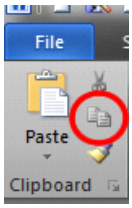
4. **Type** the alphabet in lower-case letters. No spaces.

Like this: abcdefghijklmnopqrstuvwxyz

5. **Click and Drag** from the “a” to the “z”. This is called Highlighting. When all the letters are highlighted. Take your finger off the mouse. Practice this a few times.



6. Now, **Click** on the Copy button.

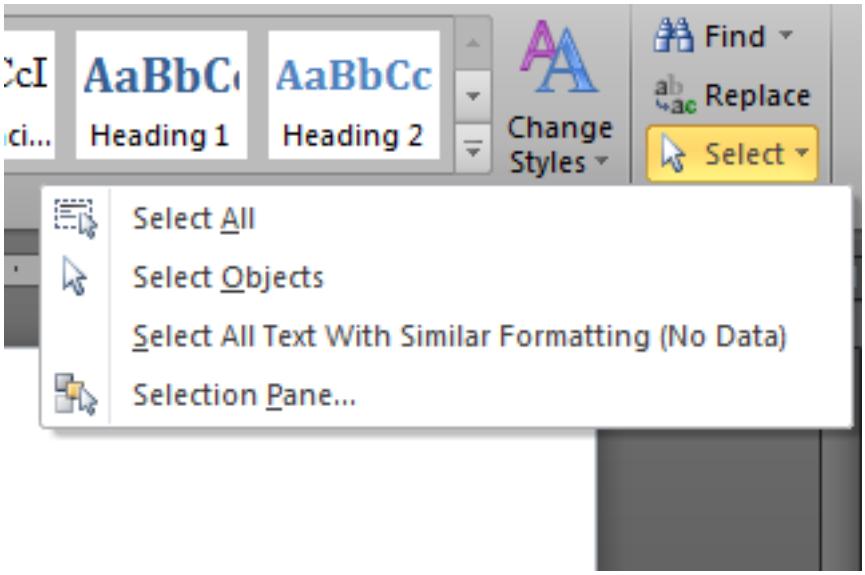


The computer will remember the text that is highlighted.

7. **Click** after the “z” to put the cursor there.
8. Now **Click** the Paste button.

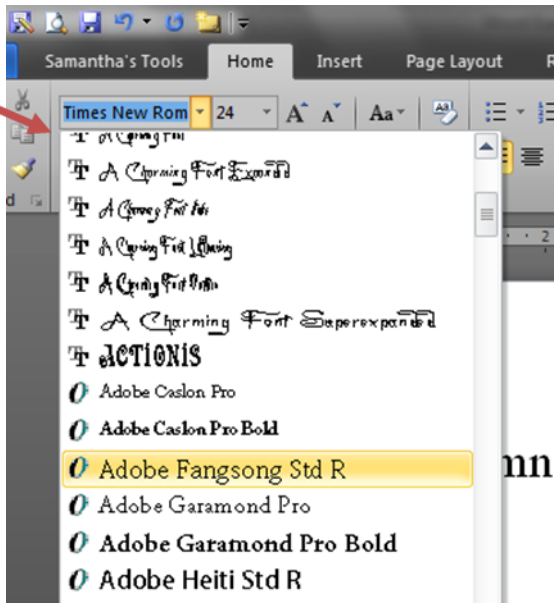
9. You should now have two alphabets.
10. **Click** on **Select** on the far right. You will see a drop down menu.

11. **Click** on **SELECT ALL**. This is another way to highlight all the words on the page.

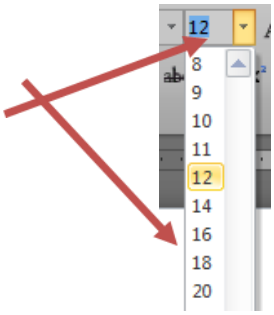


Now, **look** at your Font section on the left of the Ribbon.

12. **Click** on the little arrow next to "Times New Roman".
13. **Click** on another font name to change the way the letters look.
14. **Change the font** 3 times for practice.



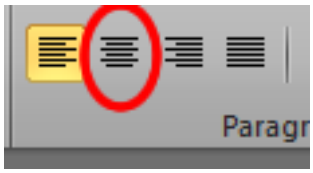
15. **Click** on the arrow next to the number 12.
16. **Click** on a larger number.
17. This will change the size of the letters.



18. **Click** between the “n” and “o” in the first alphabet to place the cursor there.

abcdefghijklmnopqrstuvwxyz
abcdefghijklmnopqrstuvwxyz

19. **Click** on the Center button from the Paragraph section of the Ribbon.



20. When the text is highlighted, **Click** on the **B** to make the text bold.

21. **Click** on the ***I*** button on the Formatting Toolbar to make the text italic.

22. **Click** on the Underline button to add a line under the words.

23. **Click** on **FILE**. Then **Click** on **CLOSE**. Do not save.

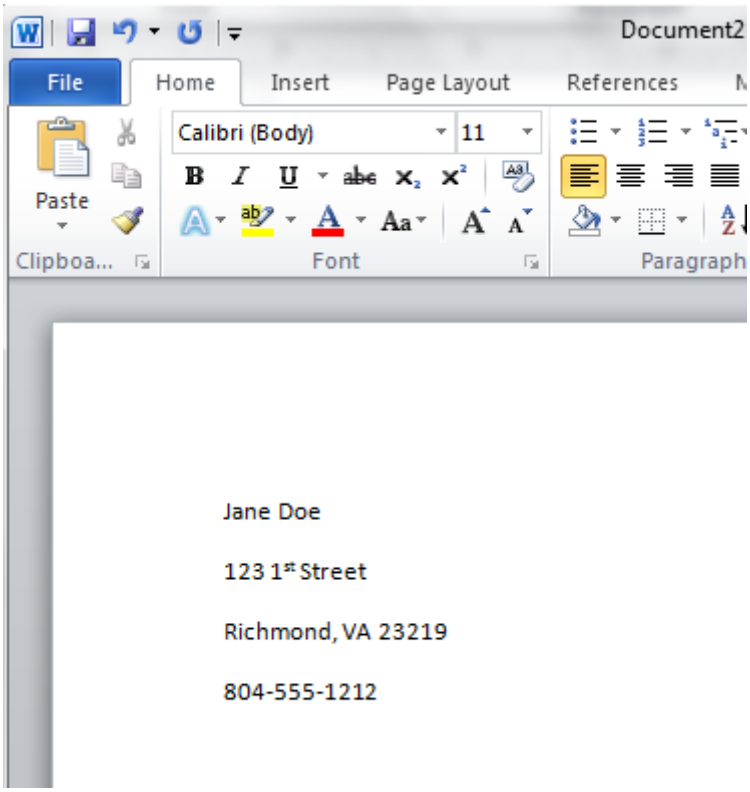
Exercise 2

In this exercise you will learn:

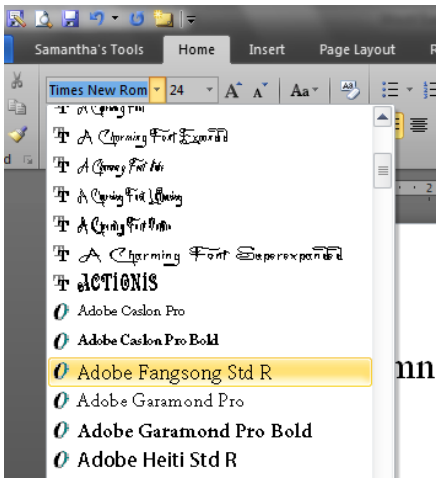
- Basic keyboard keys
- Formatting text
- Cut and Paste
- Saving to a disk
- Using the undo button

1. **Type** your first and last name in the blank document. Capitalize the first letter of your first and last name using the **SHIFT** key.
2. **Press** the **ENTER** key to move down one line.
3. **Type** your street address.
4. **Press** the **ENTER** key to move down one line.
5. **Type** your city, state, and zip code.

6. **Press** the **ENTER** key to move down one line.
7. **Type** your phone number. Your document should look something like this:



8. **Then Select** all your text. (**Click** on **SELECT** and **click** on **SELECT ALL**).
9. Change the font size to 18.
10. Change the font style.



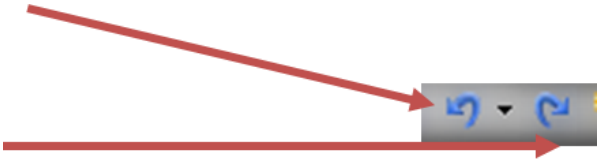
11. **Highlight** just the phone number.
12. **Click** on the Cut button on the far left of the Ribbon.

Your phone number will disappear.

13. **Click** after your name to put the cursor there.
14. **Click** the **PASTE** button. Your phone number should be right after your name.
15. **Click** between your name and phone number.
16. **Press** the **TAB** key to put a space between your name and phone number.

17. **Click** at end of the first line.
18. **Press** the **ENTER** key. This will put a space between the first and second line.
19. **Click** on the **UNDO** button on the toolbar.

This button will let you go back one step. It is a good way to correct your mistakes.



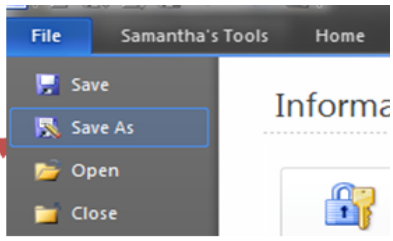
20. **Click** the **REDO** button on the toolbar.

This button will let you go forward one step after you have used the undo button. This only appears after you have clicked UNDO once before.

21. **Click** before your phone number and **Press** the **ENTER** key.
22. Now, **Highlight** your phone number.
23. **Click** on the **U** key on the formatting toolbar. This will underline your phone number.
24. Now select all the text. **Click** on **Select** in the Editing section. **Click** on **SELECT ALL** from the dropdown menu.
25. Center all the text using the **Center** button on the Paragraph section.
26. Change the font size of your name to 22.
27. Make your first and last name **Bold**.
28. **Italicize** your address.
29. Now you will save this document.

Follow the directions below:

Click on the **FILE** menu.



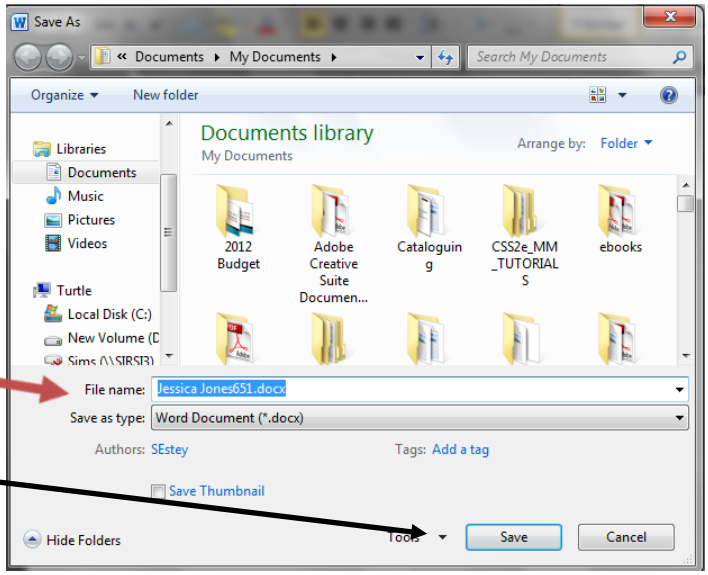
Click on **SAVE AS**.

Select the area of the computer where you want to save.

Click in the file name box.

Type a name for this document. Name it **Word 2**.

Click on **SAVE**.



Exercise 3

Using Spelling Check

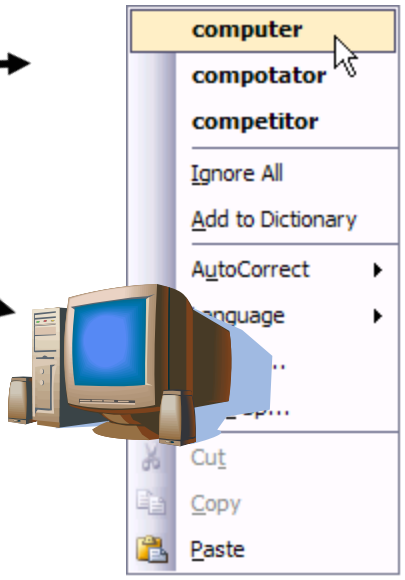
This exercise will teach you how to use the computer to help you correct your spelling and grammar. When you type a word in this exercise, type it *exactly* as it is written. Many of the words are spelled incorrectly to show you how you can use the computer to correct your spelling.

Microsoft Word has a dictionary in the computer. This dictionary knows many English words. It does **not** know the names of **people**, the names of **places**, or **words that are not English.**

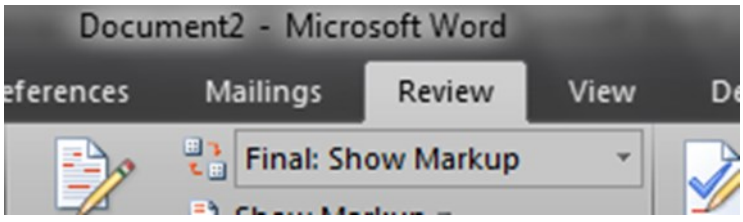
1. **Open** Microsoft Word.
2. **Type**: computtor
3. **Press** the ENTER key. computtor

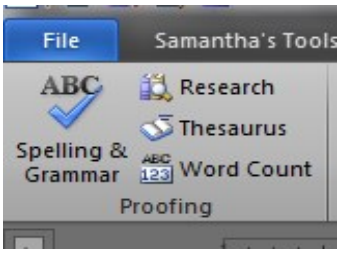
Do you see a red line on the screen? The red line means that the computer does not have this word in it's dictionary.

4. **Right-click** on the word Computtor.
5. **Click** on the correct spelling for the word that matches this picture.
6. **Press** the ENTER key.
7. **Type:** Mowse.
8. **Press** the ENTER key.



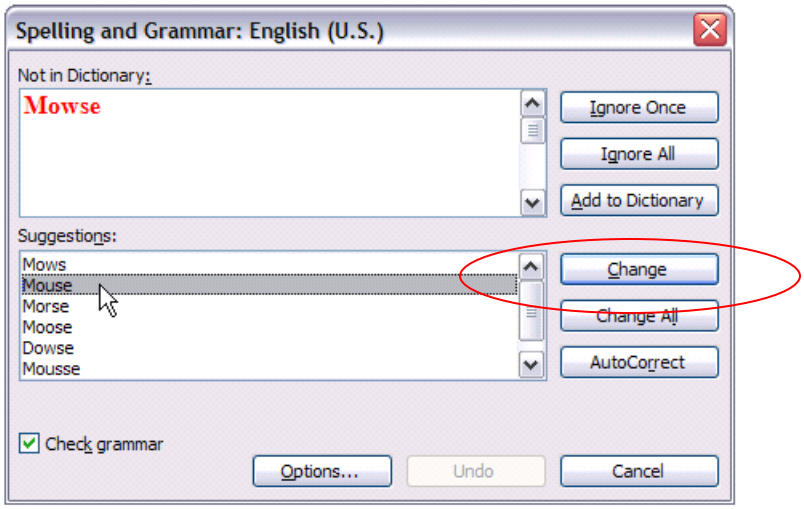
9. **Click** on the REVIEW Ribbon tab, and then click **Spelling & Grammar** on the far left.



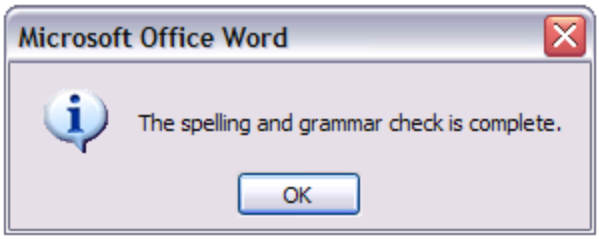


The word mowse is red because the computer does not have this word in its dictionary.

10. **Click** on the correct spelling for the word that matches this picture.
11. **Click** on CHANGE.



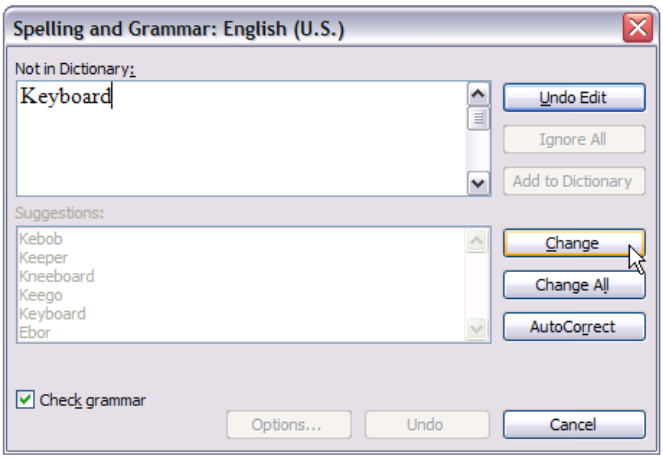
12. **Click** on OK.



13. **Type:** Kibor.
14. **Press** the ENTER key.
15. **Click** on the Spelling and Grammar Check button.

16. The correct spelling for this picture is **not** on the list.

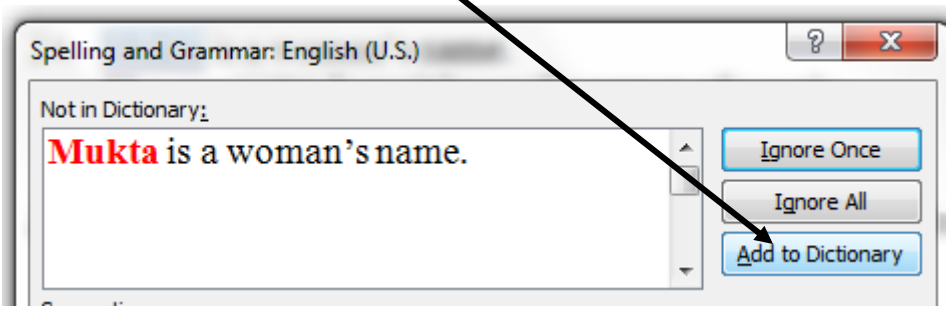
If the spelling is very wrong the computer cannot find the correct spelling.



17. **Highlight** the word and type the correct spelling: **Keyboard**.
18. **Click** on CHANGE.
19. **Click** on OK.
20. **Type:** Mukta.
21. **Press** the ENTER key.
22. Mukta is a woman's name. The computer doesn't know the names of people.
    Click on the Spelling and Grammar Check button.

23. The name is red because the computer does not know this word.
24. Click Add to Dictionary and the every time you use the name it will not display as a misspelled word. Click OK

OR

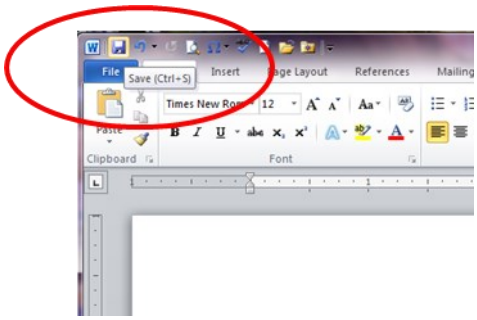


Click on IGNORE (Ignore Once). Now the computer knows that **Mukta** is not a mistake. **Click** on OK.

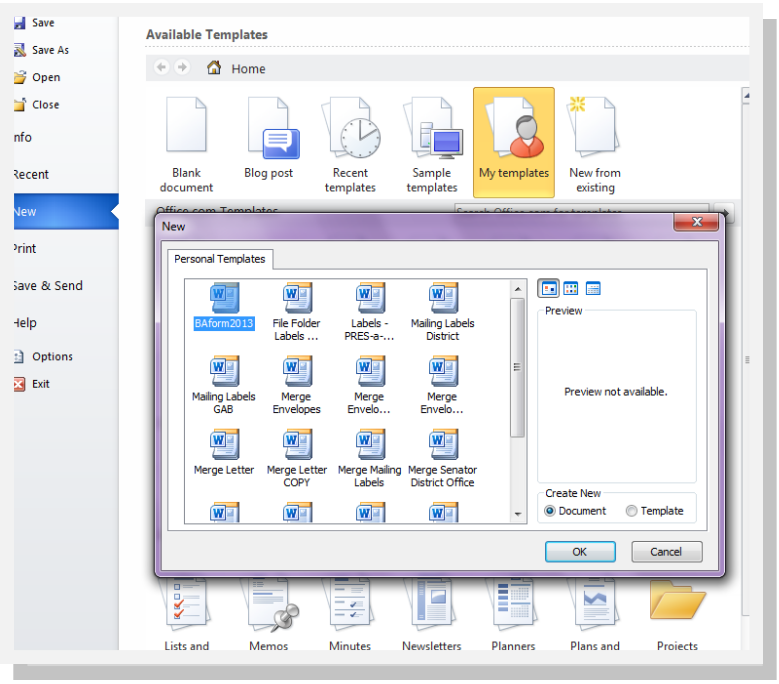
Mail merge

Part 1– Select the Template

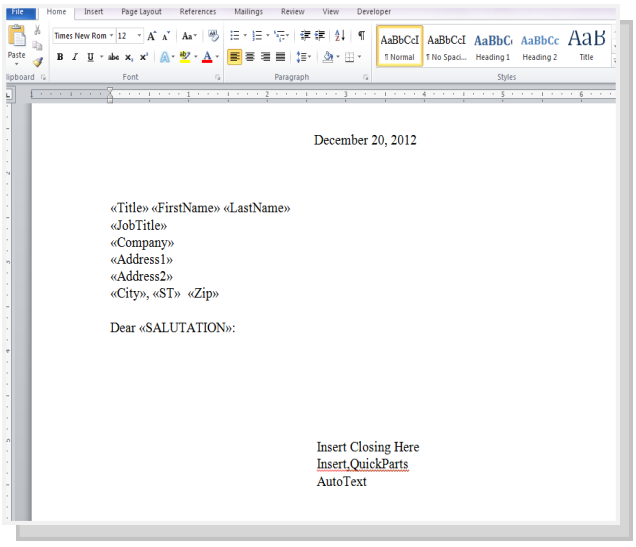
1. Create a new document in Microsoft Word and open the template.



2. Click File, New, “My templates”
3. A list of templates will appear. Click on the template that you wish to use. Click the “OK” button.



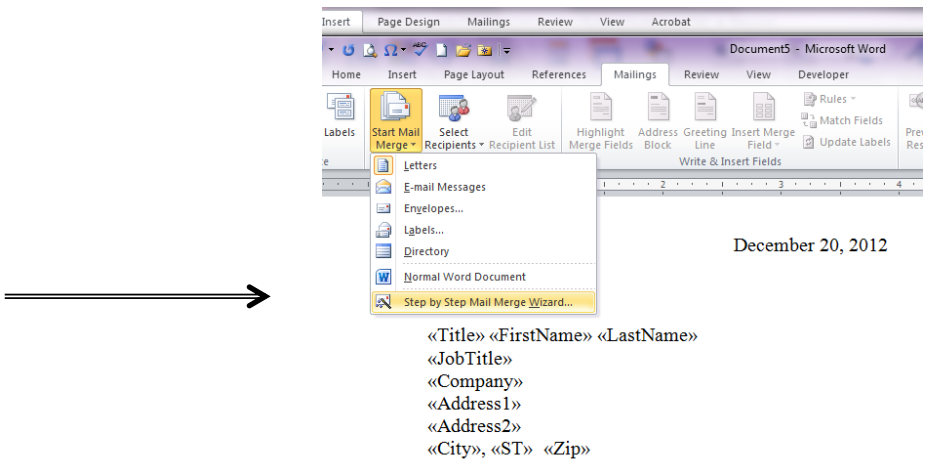
4. The document will open.



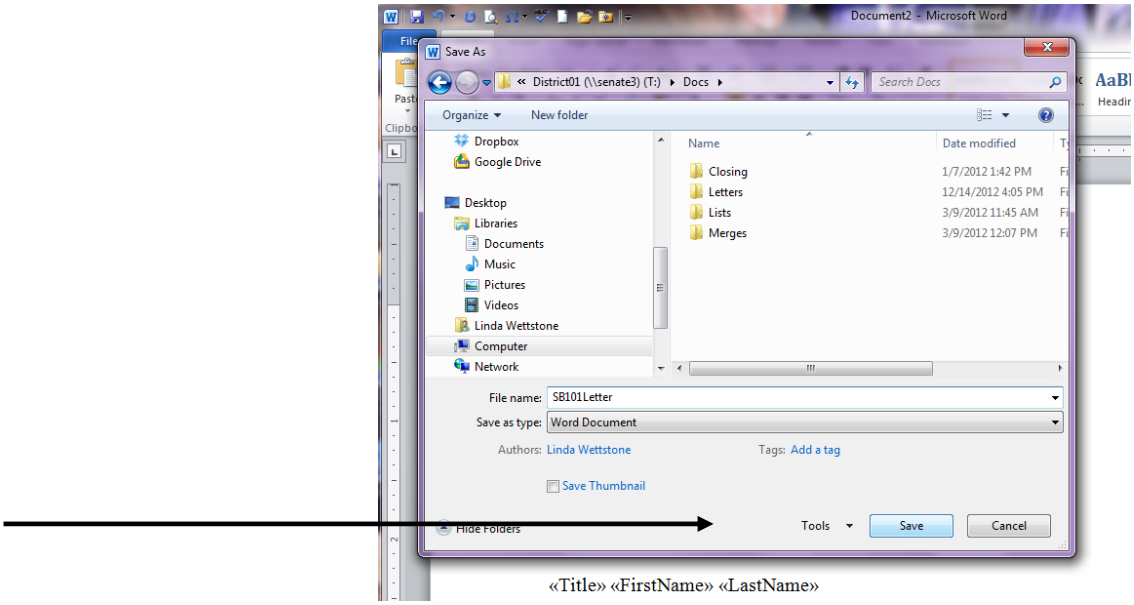
A Letter that is open in Word 2010 that is using the Mail

Part 2– Start Mail Merge

1. Go to the Mailings tab, click the "Start Mail Merge" button, then select "Step by Step Mail Merge Wizard" from the drop-down selection.

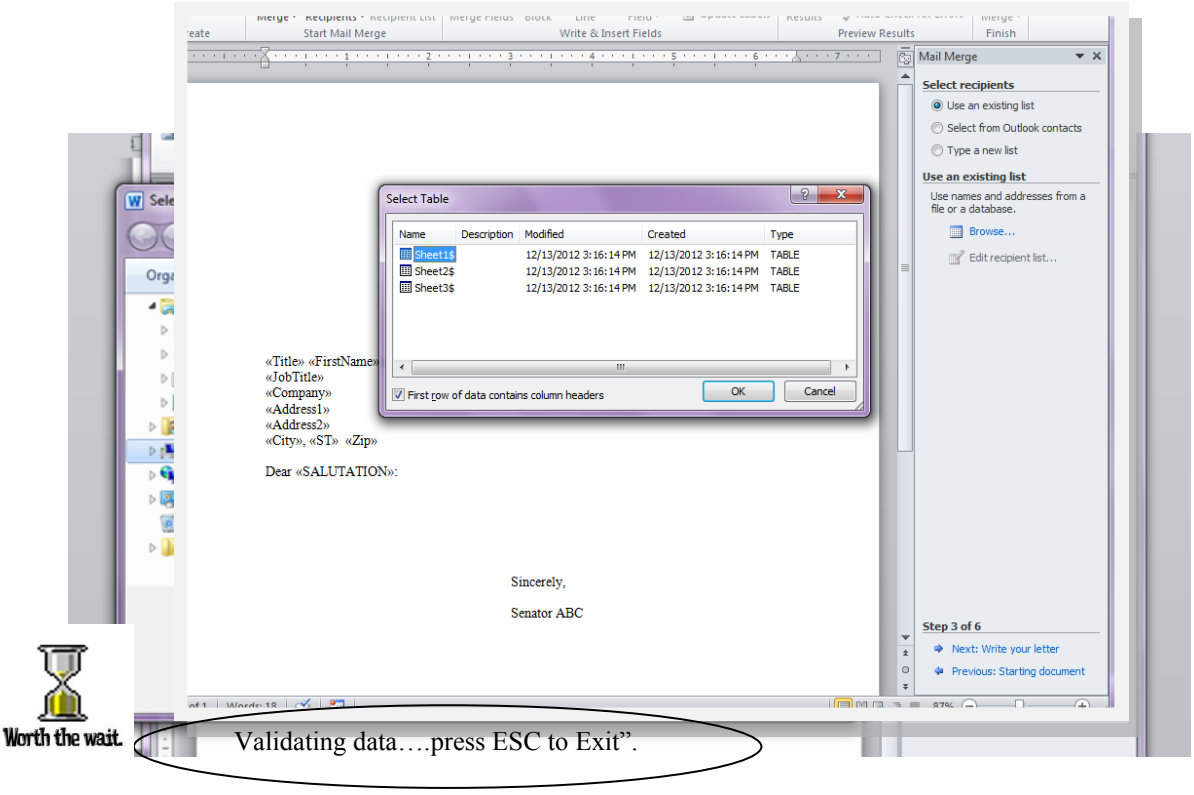


2. Select "Use an existing list," then click "Browse." In the Select Data Source dialog box that appears, locate where the data source is saved.
3. **Click on "My Documents(Senate3\.....)" on the left hand side of the screen**. If you do not see the My Documents folder, go to "Computer" use the scroll bar in the left hand window until you see "Computer". Click on "Computer" it will expand all the folders and you will see your "My Documents…" folder.

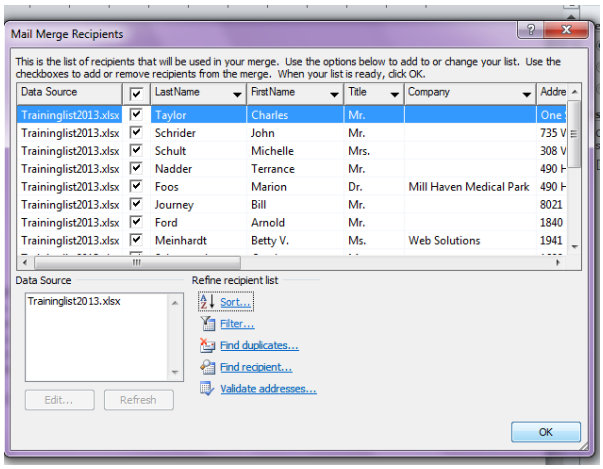


4. Locate the Excel Spreadsheet that contains the names and address for the letter. The checkbox should be checked for “First row of data contains column headings” After you have selected your list, click OK.

   NOTE: The screen may go blank if you do not see your list come up immediately. Please wait. There may be a message in the lower corner of the window that states “Validating data….press ESC to Exit”.



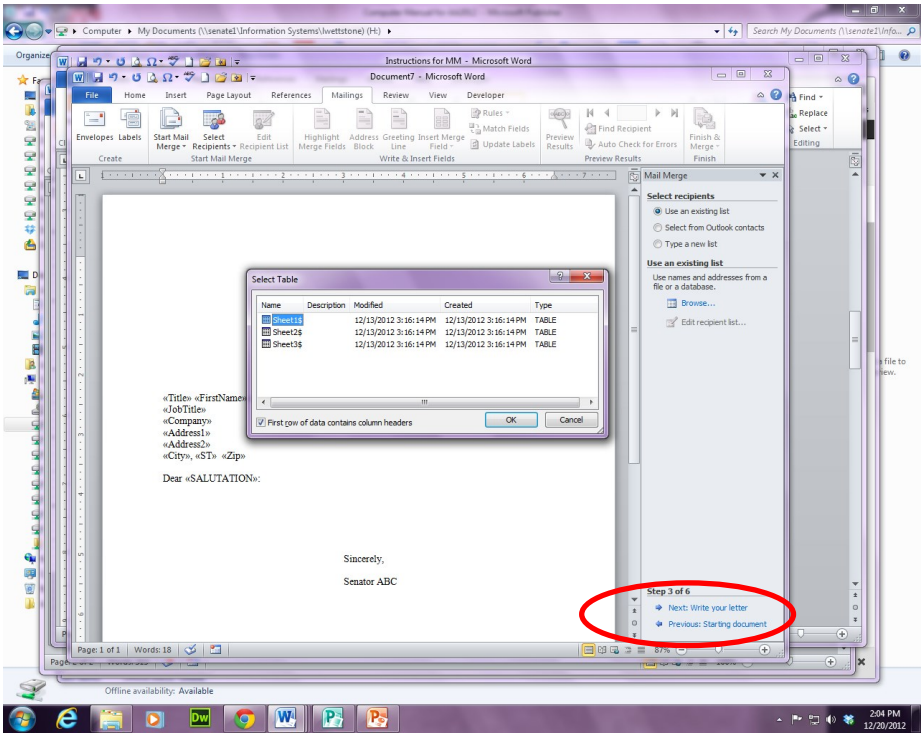
5. The window below will appear



OPTIONAL: Select the check boxes to include or remove the list of recipients in the Mail Merge Recipients dialog box. You may Sort your list here.

Part 3– Write the Body of the Letter

1. Click "Next: write your letter" (Located on the bottom right of the screen).

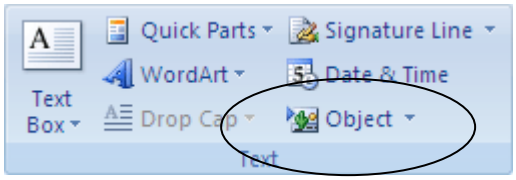


2. Write the contents of the document. Save Your Work.

Part 4– Insert Closing

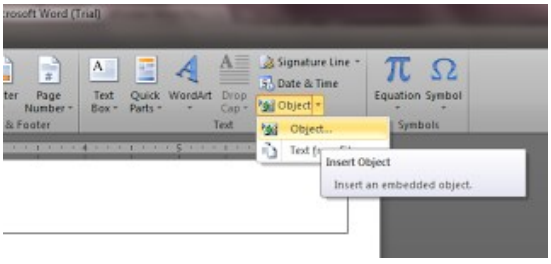
1. Click where you want to insert the Closing.

2. On the insert tab, in the text group, **click on the arrow next to the Object,** then click the text from file.



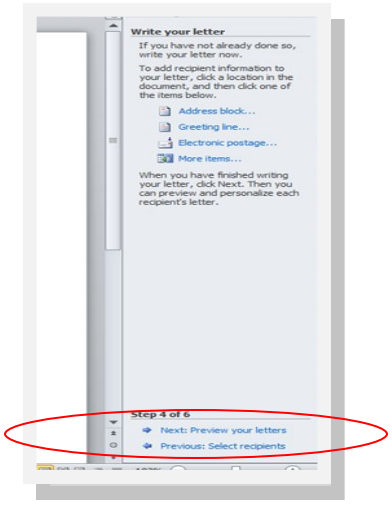
3. In the Insert File dialog box, locate the “Closing” Folder and choose the file by double clicking the file.

4. Save Your Work.

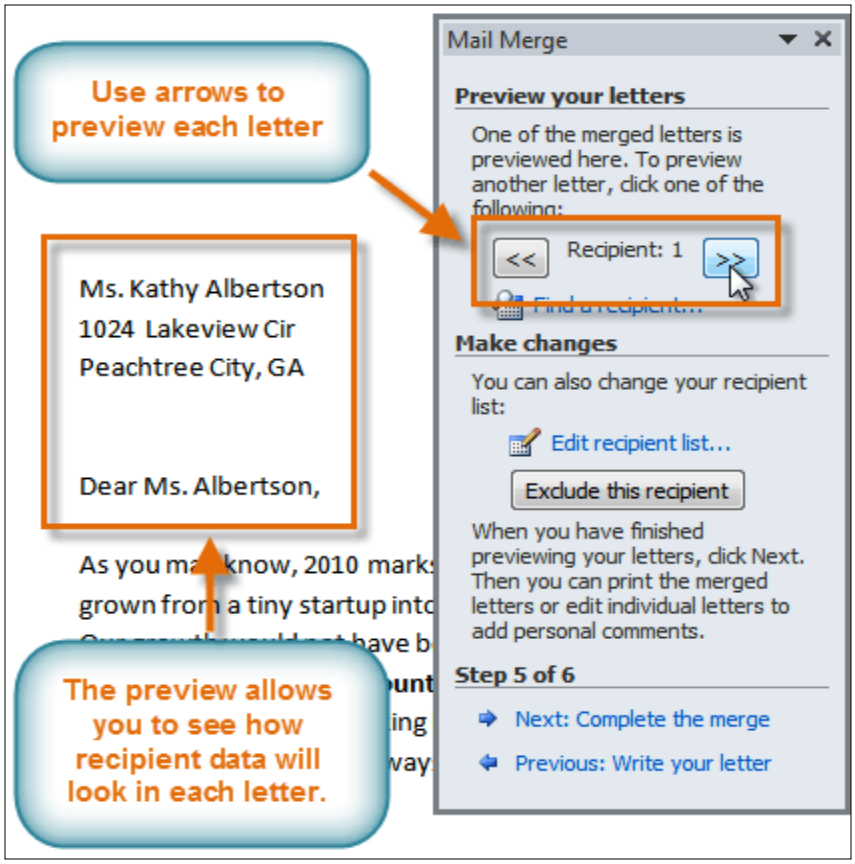


Part 5– Review Your Work

1. In the lower right, click "Next: Preview your letters"

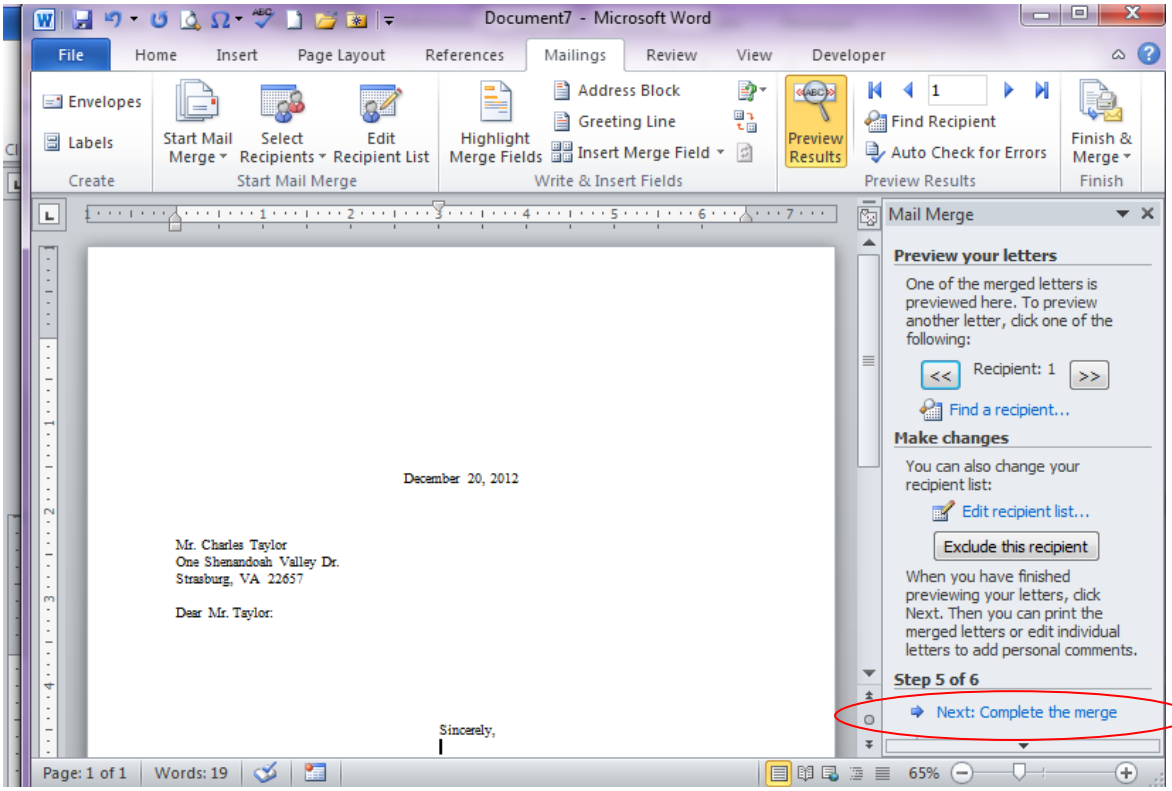


OPTIONAL: Click on the "Next" arrows on the Mailings tab to see how the document with the merged data looks like. Click "Edit recipient list" from the Mail Merge task pane to add or remove recipients.

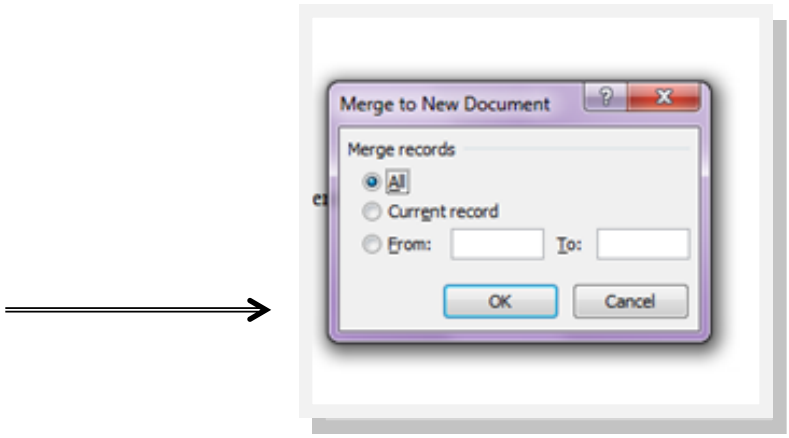


Part 6– Merge

1. Click "Next: Complete the merge"



2. Click “Edit Individual Letters" on the task pane or go to the Mailings tab.



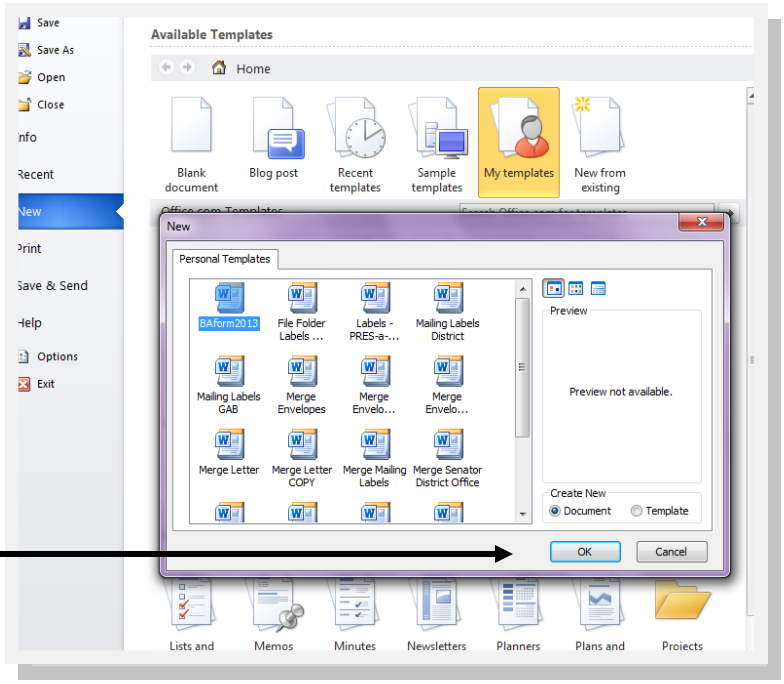
3. The dialog box will appear, Click the OK button.
4. Your mail merge file will appear. **Save your mail merge file immediately**; before printing. Click on the Save button.
5. The Mail Merge is complete

Mail merge exercises

Create a new document in Microsoft Word and open the template.

1. Click File, New, “My templates”

A list of templates will appear. Click on the template that you wish to use. Click the “OK” button.T he document will open.



1. Create a new document in Microsoft Word and open the template.
2. Click File, New, “My templates”
3. A list of templates will appear. Click on the template that you wish to use. Click the “OK” button.
4. The document will open.
5. **SAVE THE LETTER**

Click on the Save icon and type in a name for your letter

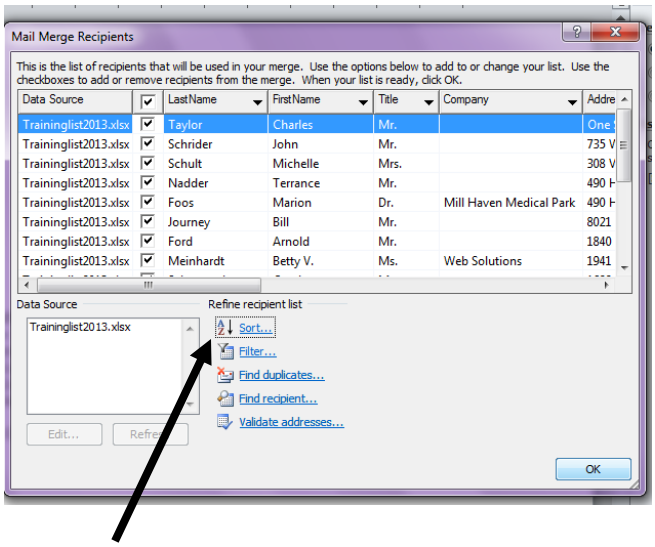
A popup window appears prompting you to Name the file.

After typing in the new file name, click on the “Save” button.

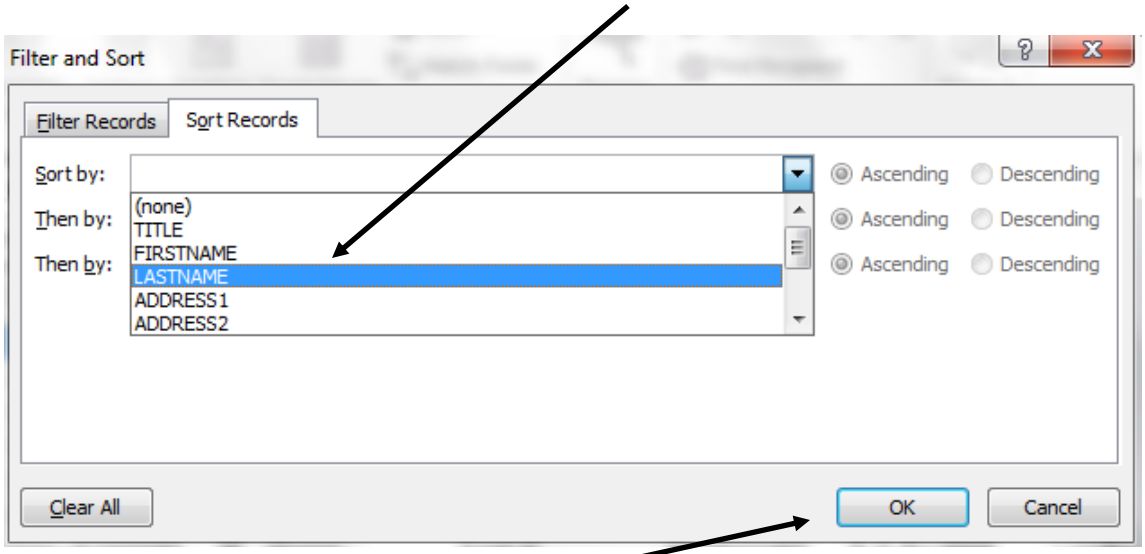
1. Go to the Mailings tab, click the "Start Mail Merge" button, then select "Step by Step Mail Merge Wizard" from the drop-down selection.
2. Select "Use an existing list," then click "Browse." In the Select Data Source dialog box that appears, locate where the data source is saved, then click "Open."
3. **Click on “My Documents” on the left hand side of the screen**. If you do not see the My Documents folder, go to “Computer” use the scroll bar in the left hand window until you see “Computer”. Click on “Computer” it will expand all the folders and you will see your “My Documents…” folder.
4. Locate the Excel Spreadsheet named “List1”. The checkbox should be checked for “First row of data contains column headings” click OK.

NOTE: The screen may go blank if you do not see your list come up immediately. Please wait. There may be a message in the lower corner of the window that states "Validating data….press ESC to Exit".

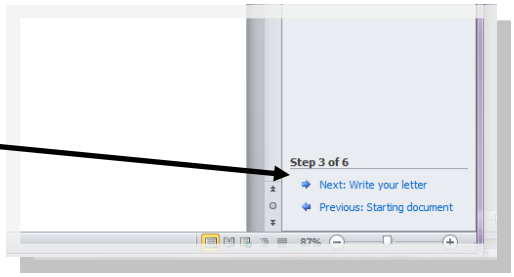
5. The window below will appear



6. Click on the word Sort to sort the list by last name.
7. Click on the drop drop arrow to select "Last Name"



8. Click the "OK" button
9. Click "Next: write your letter" (Located on the bottom right of the screen).



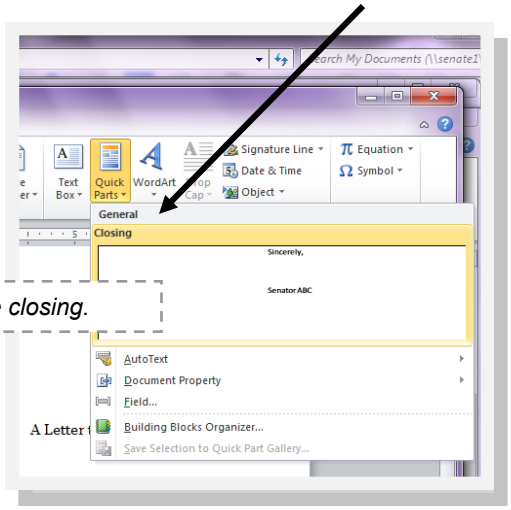
9. Type in the body of the letter as written below:

> Thank you for contacting me regarding the 2010 Census and its effect on rural housing programs. I appreciate hearing from you and having the opportunity to respond.
>
> The Agriculture Reform, Food, and Jobs Act of 2012 (2012 Farm Bill) passed the Senate on June 21, 2012. It included a bipartisan amendment that would allow for the extension of the "rural area" designation through 2020 for any community that would otherwise have been disqualified by the 2010 Census. Under this amendment, a community is eligible for the designation provided that its population was below 35,000 at the time of the 2010 Census.
>
> The 2012 Farm Bill is currently awaiting consideration in the House of Representatives. Should the Senate take further action on this legislation or similar legislation affecting rural housing programs, I will certainly keep your comments in mind. Again, thank you for contacting me.

10. Save Your Work.

11. Insert Closing- Go to Insert, Quick Parts, AutoText.
    Click on the highlighted box

12. The Closing will appear on your letter.



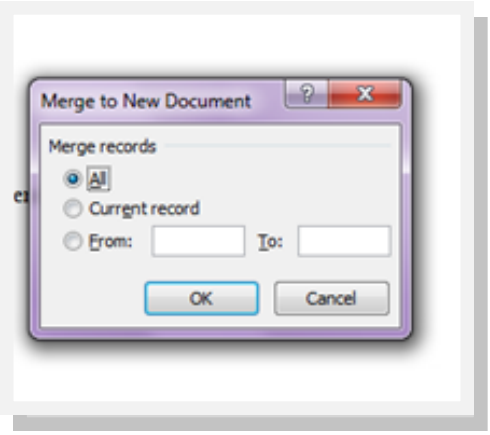
Select the highlighted box to insert the closing.

13. Save Your Work.

14. In the lower right, click "Next: Preview your letters"

Preview the letters to make sure the information from the recipient list appears correctly in the letter. You can use the left and right scroll arrows to view each document.

15. Click **Next: Complete the merge**
16. Click “Edit Individual Letters" on the task pane or go to the Mailings tab.
17. The dialog box will appear, Click the OK button.



18. The mail merge file will appear. **Save your mail merge file immediately to your Merge folder**; before printing.

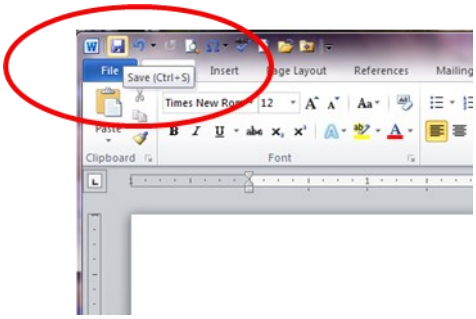
Microsoft

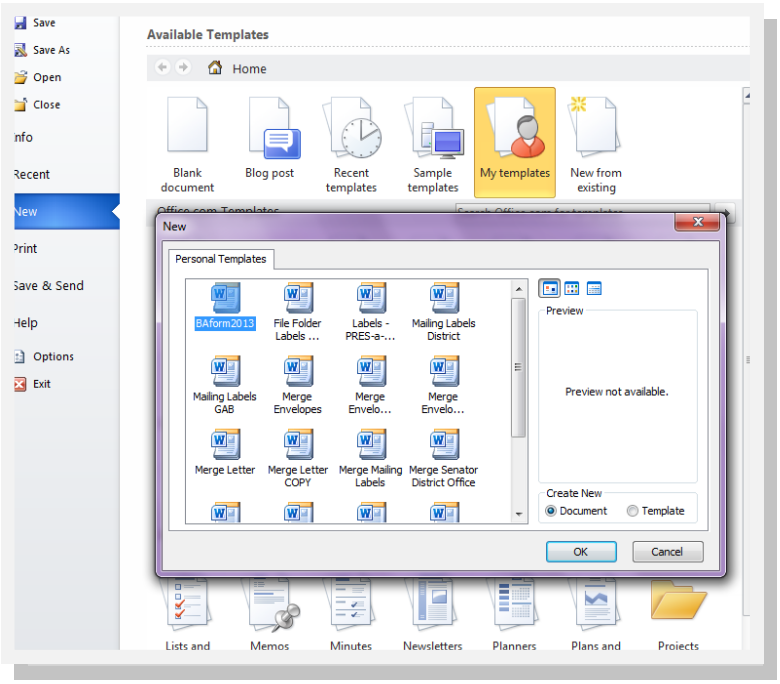
MAIL MERGE ENVELOPES

Envelopes- Mail merge

Select the Template

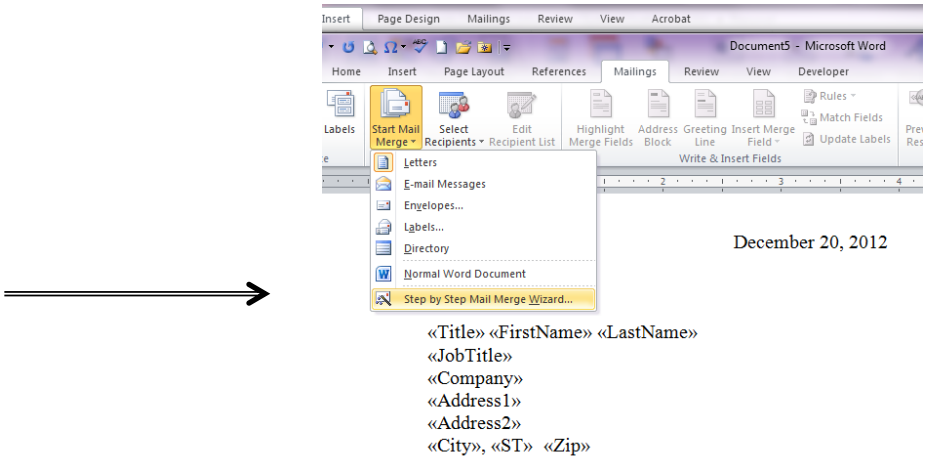
1. Create a new document in Microsoft Word and open the template.
2. Click File, New, “My templates”
3. A list of templates will appear. **Click on the MERGE ENVELOPE template** that you wish to use. Click the “OK” button.





An envelope that is opened in Word 2010 using the “Merge Envelope” Template.

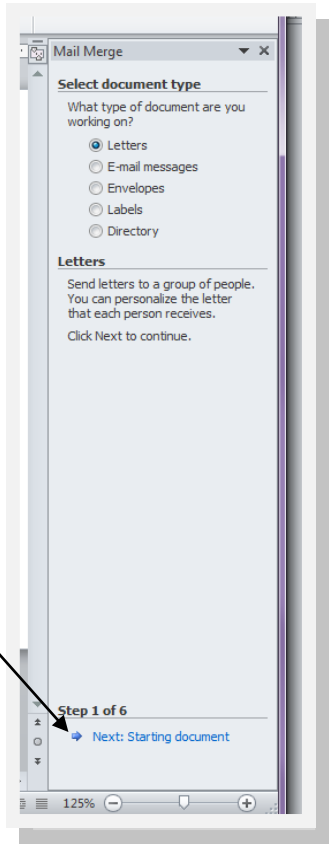
4. The document will open.
5. Go to the Mailings tab, click the "Start Mail Merge" button, then **select "Step by Step Mail Merge Wizard" from the drop-down selection. IMPORTANT—Do Not Choose Envelopes. It shows that it is a letter, however, it prints envelopes.**



Step 1 of 6

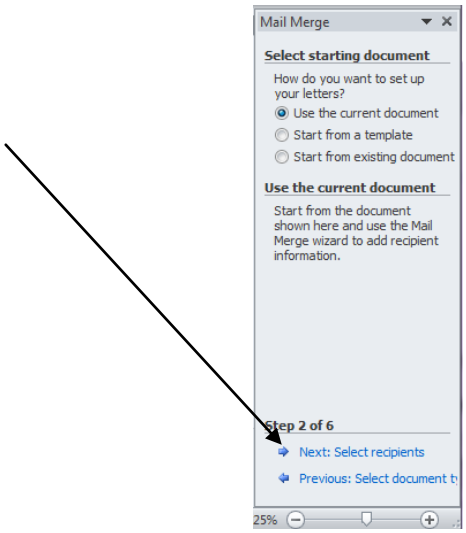
On the lower right hand corner of the screen, a step by step process will guide through a series of steps that will complete the envelope merge.

1. Click on the blue words: “Next:Starting document”



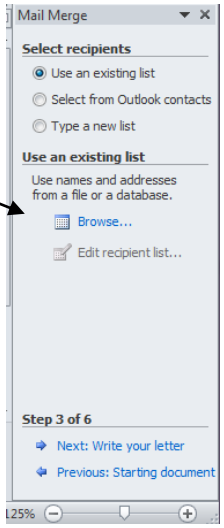
Step 2 of 6

1. Click on the blue words: “Next Select recipients”

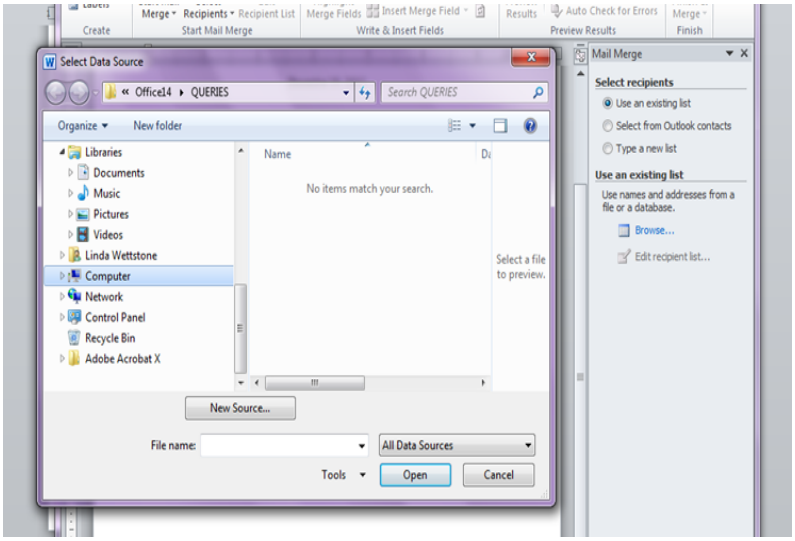


Step 3 of 6

1. The “Use an existing list," button should be blue then click "Browse."



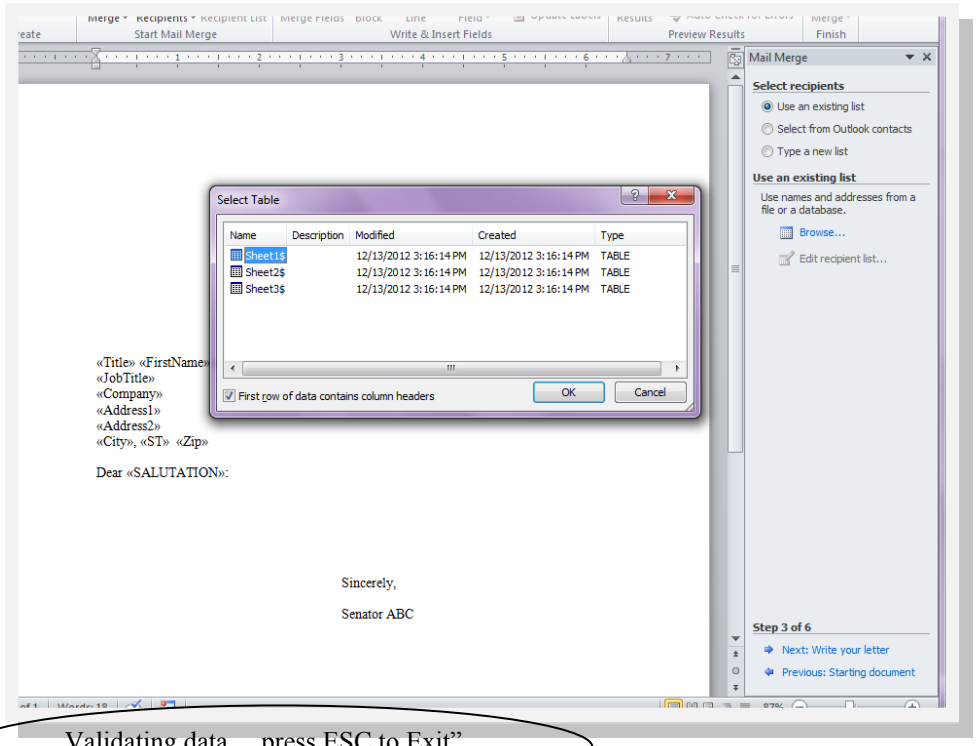
2. The Select Data Source dialog box that appears, locate where the data source is saved. Click on “My Documents(sov_3\.....)” on the left hand side of the screen.
3. If you do not see the My Documents folder, go to “Computer” use the scroll bar in the left hand window until you see “Computer”. Click on “Computer” it will expand all the folders and you will see your “My Documents…” folder.



4. Locate the Excel Spreadsheet that contains the names and address for the envelopes. The checkbox should be checked for “First row of data contains column headings” After you have selected your list, click OK.

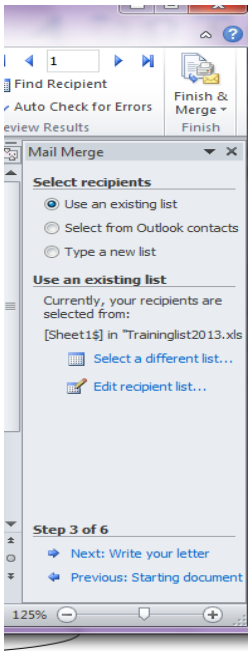
NOTE: *The screen may go blank if you do not see your list come up immediately. Please wait. There may be a message in the lower corner of the window that states “Validating data….press ESC to Exit”.*

The window below will appear:



Validating data….press ESC to Exit”.

5. Once you have your list selected the name of the list should appear in the Mail Merge window.

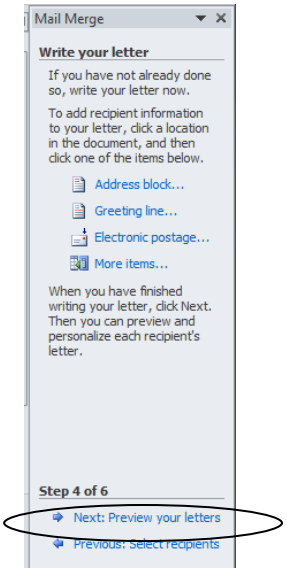


6. Click on the blue words: “Next Write your letter”

(Even though you are merging envelopes, ignore the “Write your letter” text)

Step 4 of 6

1. In the lower right, click "Next: Preview your letters"

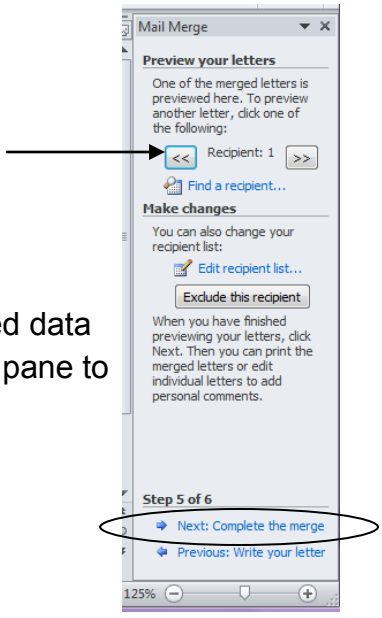


Step 5 of 6

OPTIONAL: Click on the next and previous arrows

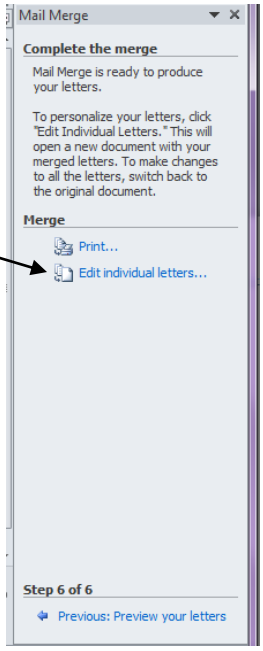
on the Mailings tab to see how the document with the merged data looks like. Click "Edit recipient list" from the Mail Merge task pane to add or remove recipients.

1. Click "Next: Complete the merge"



Step 6 of 6

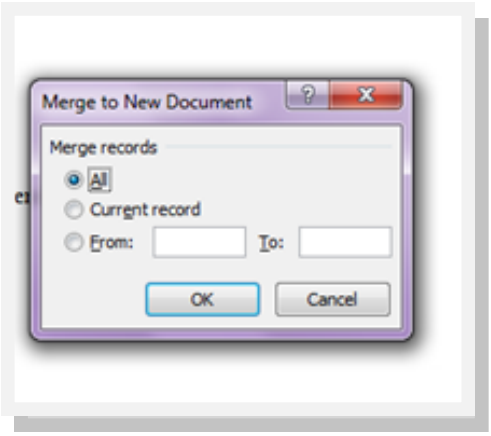
1. Click “Edit Individual Letters" on the task pane or go to the Mailings tab.



NOTE: Selecting Edit Individual Letters will

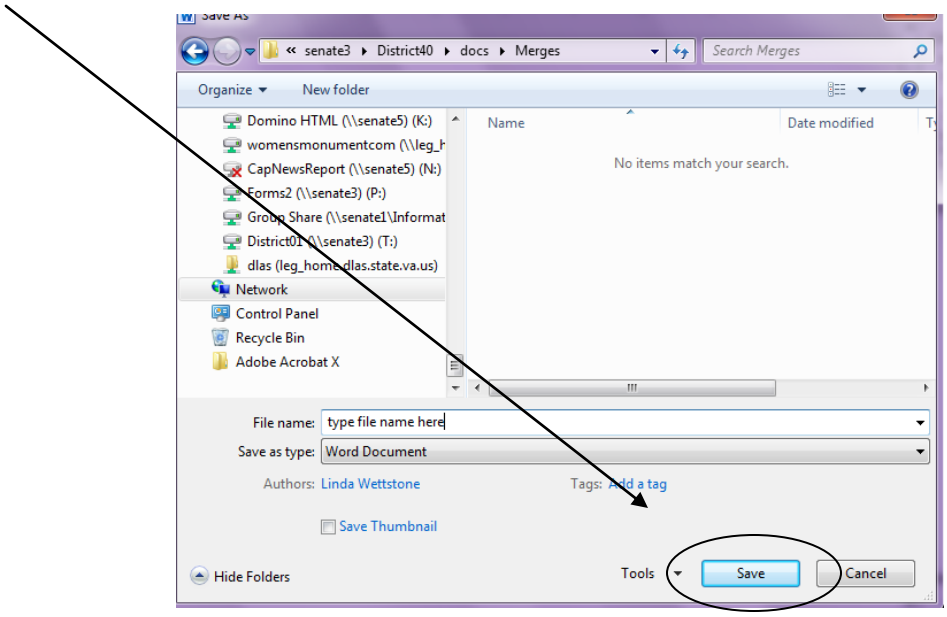
Provide the opportunity to save the merged

envelopes to a file, in case you should run into problems printing.



2. The dialog box below will appear, Click the OK button.

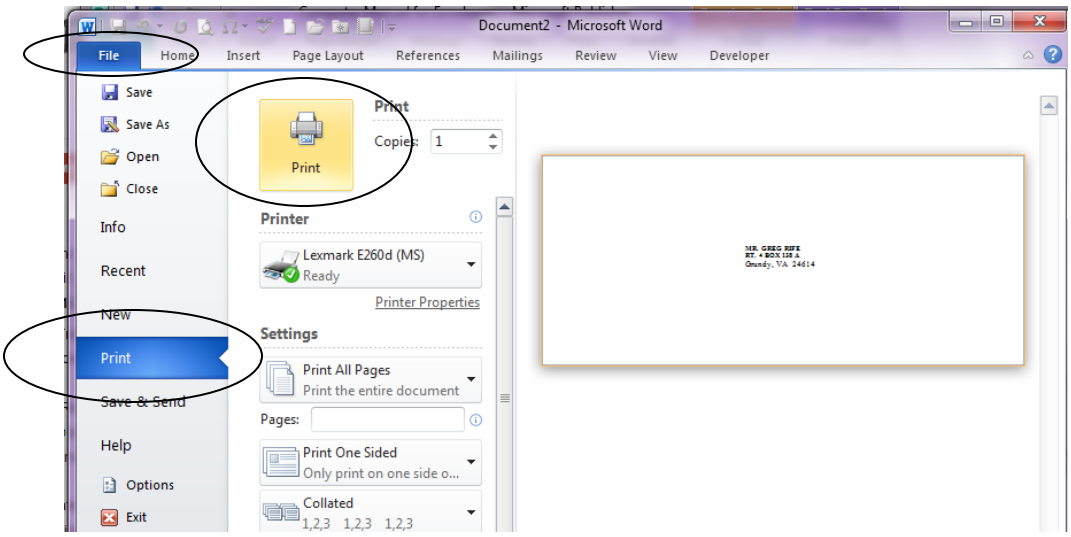
Your mail merge file will appear. Save your mail merge file immediately; before printing.



3. Click on File, Save As. A window will pop up allowing a file name to be typed in and saved. Click on the Save Button.

4. To print the envelopes,

5. Click on File



6. Click on Print

7. Click on the Print Button

Validating data….press ESC to Exit".
An envelope that is opened in Word 2010 using the "Merge Envelope" Template.

Gmail: Sending, replying, attachments, and printing

Click on the Google Chrome Icon :

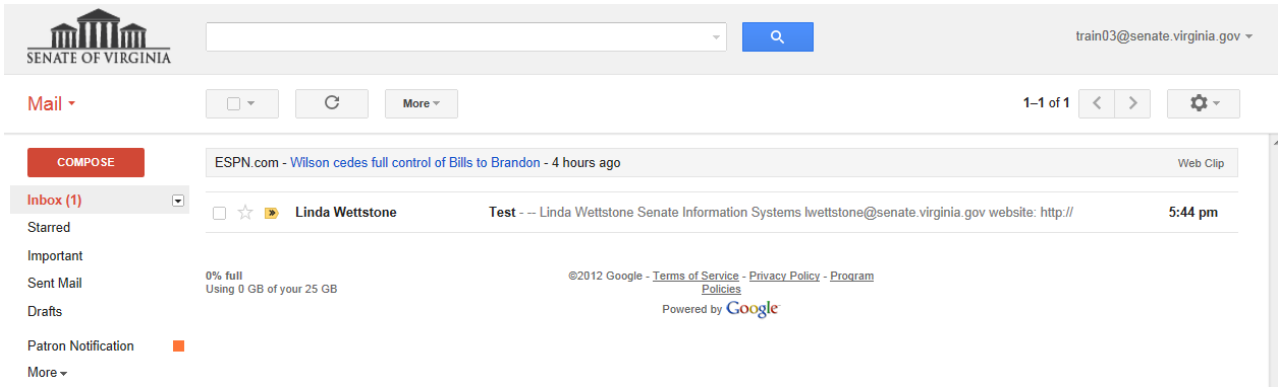
The Senate Portal Page will appear. In the upper left hand corner is a menu:

Select Mail to open your email

On the Sign In page, enter your existing Senate user name and password, and then click Sign In

Do not check the “Stay Signed in” checkbox. When you are finished with using Gmail or when you are leaving your office, be sure to sign out to ensure the security of your email.

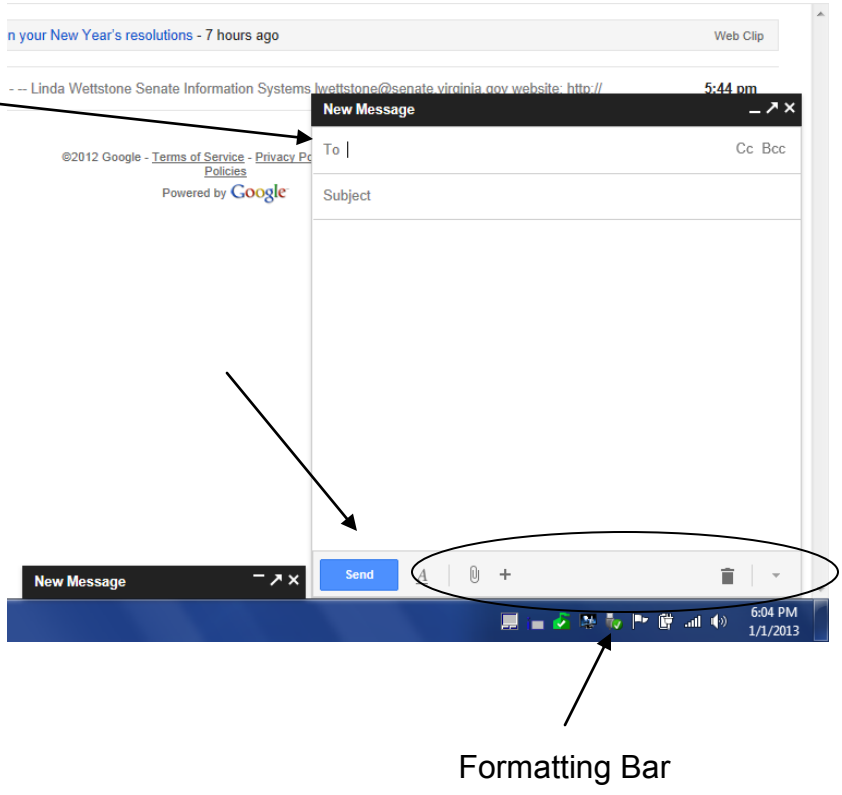
Your Gmail Inbox appears. For example:



Compose a message

In the pane on the left, click Compose Mail.

In the To field, type the first few letters of recipient's name to look up the address in your contacts.

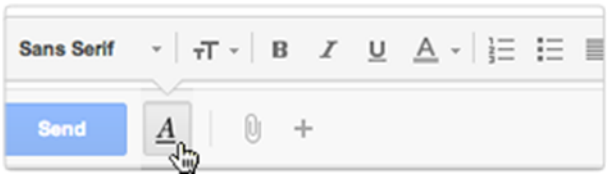


At the bottom of the message window, click SEND.

Tip: if you change your mind, click Discard. Use Save Now to save a draft to finish later.

A message appears at the top of the Mail window, confirming that your message was sent.

Formatting Bar



Formatting text

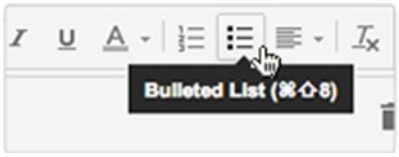
Click the icon to see text formatting options, such as font size, bold, underline, and bullets.
Look for indentation options under the alignment icon.

Attachments, photos, and links

Click the icon to attach a file from your desktop.

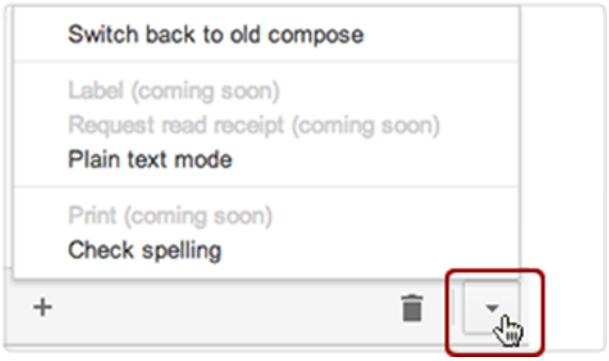
Hover over the + icon to see more options for inserting photos and links.

Tooltips and keyboard shortcuts



If you're not sure what an icon does, point at it to see a pop-up description.

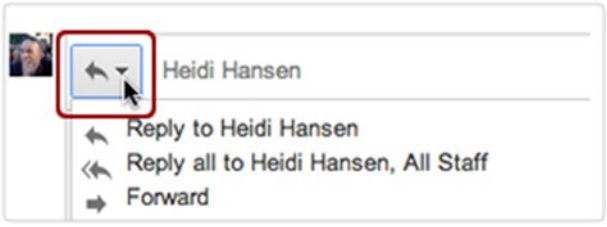
For many actions, the description also includes a keyboard shortcut for performing the action without having to display the icon.



Spell check, printing, and labels

Click the **More options** menu to see other tools, such as check spelling, plain text mode, print, and adding labels.

Some options may not yet be ready and will be shown in gray until they become available.



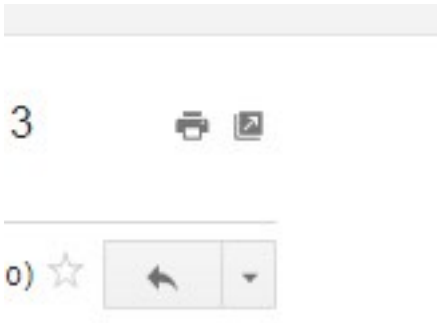
Reply, Reply all, & Forward

When replying to a message, open the **Reply** menu next to the recipient's name to display options to reply, reply all, or forward the message.

PRINT A MESSAGE

You can print a single message, an entire conversation, or just a single message in a conversation.

To print a message or an entire conversation



1. Open the message or conversation.
2. At the upper right of the message, click Print all.

A printer-friendly version of the conversation appears.

3. Use your web browser's Print options to print the message.

To print a single message in a conversation

1. Open the conversation and select the message you want to print.

2. Click the down arrow to the right of Reply, and then click Print.

A printer-friendly version of the message appears.

Use your web browser's Print options to print the message.

CREATE AN EMAIL SIGNATURE

1. Open Gmail.
2. In the upper-right corner of the Mail window, click the Gear icon and then click **Settings**.
3. On the **General** page, scroll down to the **Signature** section and enter your signature in the box.
4. If desired, use the options above the box to format your text and add links and images.
5. Click **Save Changes** at the bottom of the page.

CREATE AND APPLY EMAIL LABELS

Use labels to categorize your messages. Labels are like folders, but with a twist: You can apply multiple labels to a message, so you can "store" a single copy of a message in multiple labels. When you delete the message all “copies” are gone. You can also:

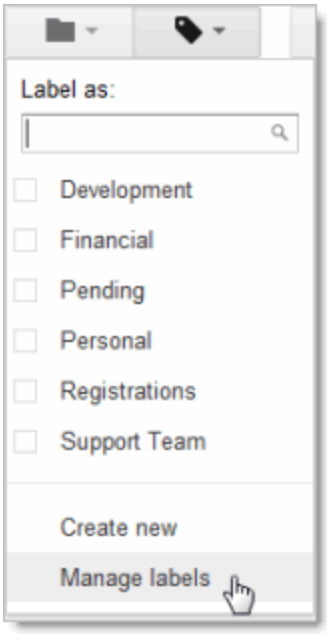
- Open a label on the left side of your Mail window to see all messages with that label
- Search for all messages with a label
- See labels on messages in your Inbox, to quickly identify different types of messages

Make your labels easy to identify by applying different colors to them. Here’s how labels look in your Inbox:

TO CREATE A LABEL

1. Select or open any message to display the **Labels** icon in the toolbar:

2. Click the **Labels** icon and then click **Manage labels**:



Tip: Alternatively, you can click the Gear icon and then **Settings > Labels**.

3. Under **Labels**, in the **Create a new label** field, type the name of your new label, and then click **Create**

Tip: Use the **Nest label under** option if you want to add a sub-label to an existing label. For example, you might add a sub-label for each day of the week under a parent label called “To Do.”

TO CHANGE THE COLOR OF A LABEL

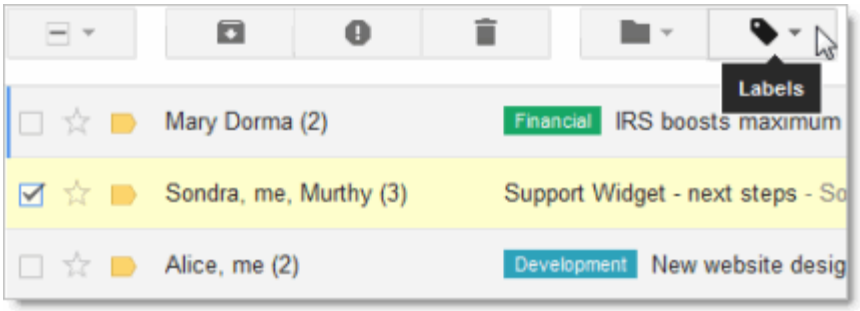
1. In your Labels list on the left, hover over the label and then click the down arrow that appears:

2. Select a color from the palette that appears. The change is instantly applied to all messages with that label:

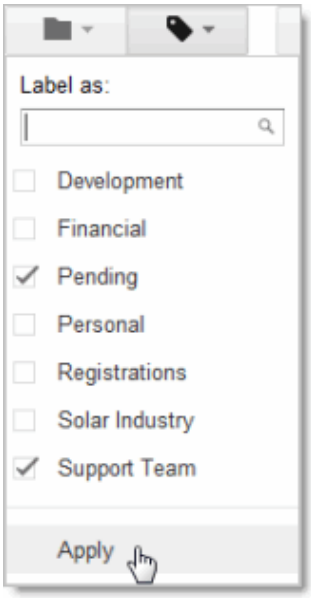
You can remove a color from the label by clicking **Remove color** below the color palette.

TO APPLY A LABEL TO MESSAGES (AND KEEP THEM IN THE INBOX)

1. Select the check box next to the messages you want to label, then click the **Labels** icon:



2. Select the label name from the **Labels** drop-down menu and click **Apply**. You can select more than one label:

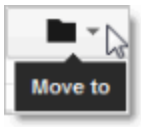


Tip: You can create a new label or search your label list by typing a label name in the search box at the top.

TO APPLY A LABEL TO MESSAGES AND MOVE THEM OUT OF THE INBOX

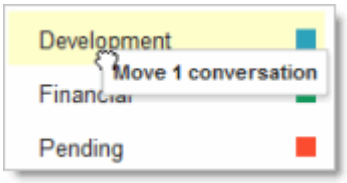
If you want to move messages out of your Inbox *at the same time* that you apply one new label to them, use the **Move to** menu instead of the **Labels** menu:

1. Select (or open) the message or messages you want to move.
2. Click the **Move to** icon and select a label.



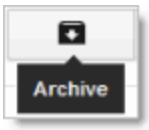
Alternatively, you can just drag the message to the label:

1. Click and hold near the box to the left of the message...
2.… and then drag the message to a label's name.



TO MOVE MESSAGES OUT OF YOUR INBOX WITHOUT APPLYING A NEW LABEL

1. Select one or more messages in your Inbox.

2. Click the **Archive** icon in the toolbar: 

*To view a labeled message that you've archived, just click the label in the left pane. (If you have a lot of labels, you might need to click **More** or scroll down to see your label.)*

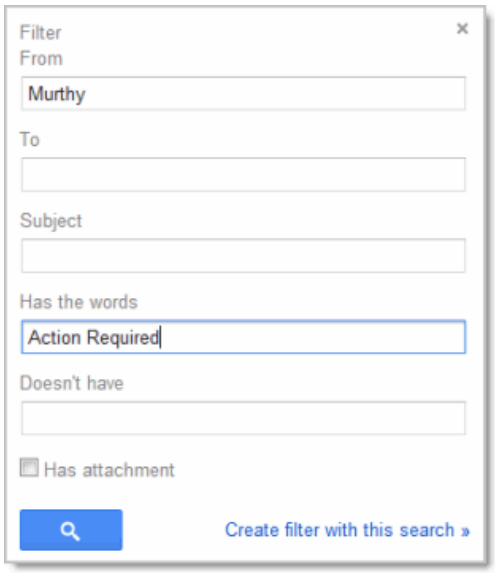
Tip: If you archive unlabeled messages, you can still find them under the system label called **All Mail**.

SET UP EMAIL FILTERS

Use filters to manage your incoming messages. With filters, you can automatically label, archive, or delete messages based on keywords and other criteria.

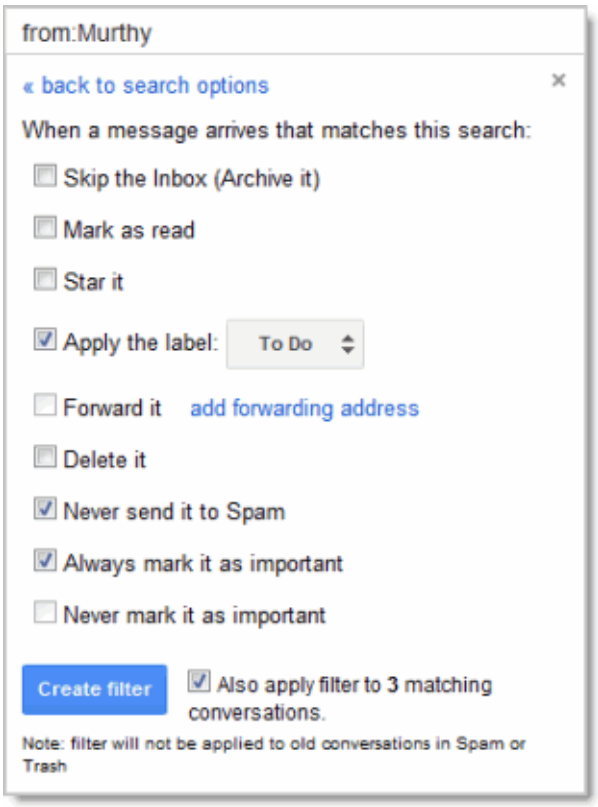
Gmail filters are similar to Email Rules in Microsoft Outlook or Lotus Notes.

1. In the upper right corner of Gmail, click the Gear icon and then **Settings > Filters > Create a new filter**.
2. Enter your filter criteria in the fields. For example, you might filter all messages from your manager with the words "Action Required."



3. Click **Create filter with this search**, then select one or more actions to apply to messages that match this filter's criteria. For example:

Note: These actions are applied in the order in which they are listed. For example, you could choose to **forward** matching messages to a specific email address, and then **delete** the messages.

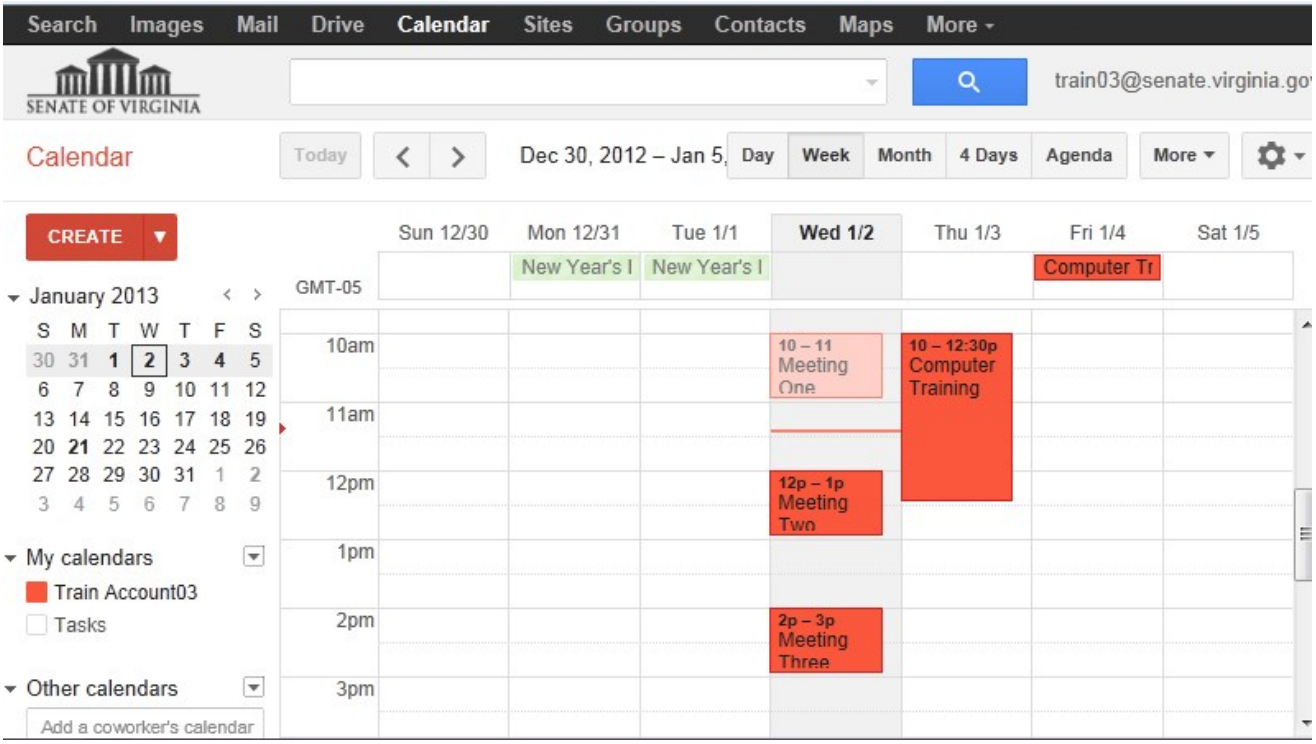


4. To apply the filter to messages you've already received, click **Also apply filter to [x] matching conversations**.
5. Click **Create Filter**.

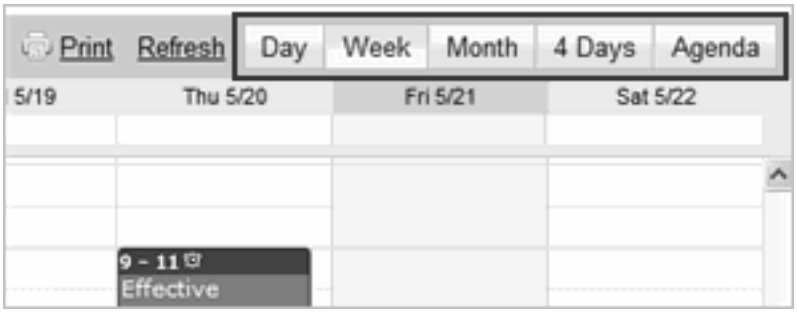
CALENDAR: SCHEDULING AND PRINTING

YOUR CALENDAR VIEW

Sign in to Google Calendar. You'll see your calendar weekly view. Here's an example:



To change your calendar view, click the tabs in the upper-right corner of the view:



CREATE AN EVENT

You can schedule a meeting by clicking the **Create Event** link or by just clicking directly on your calendar view.

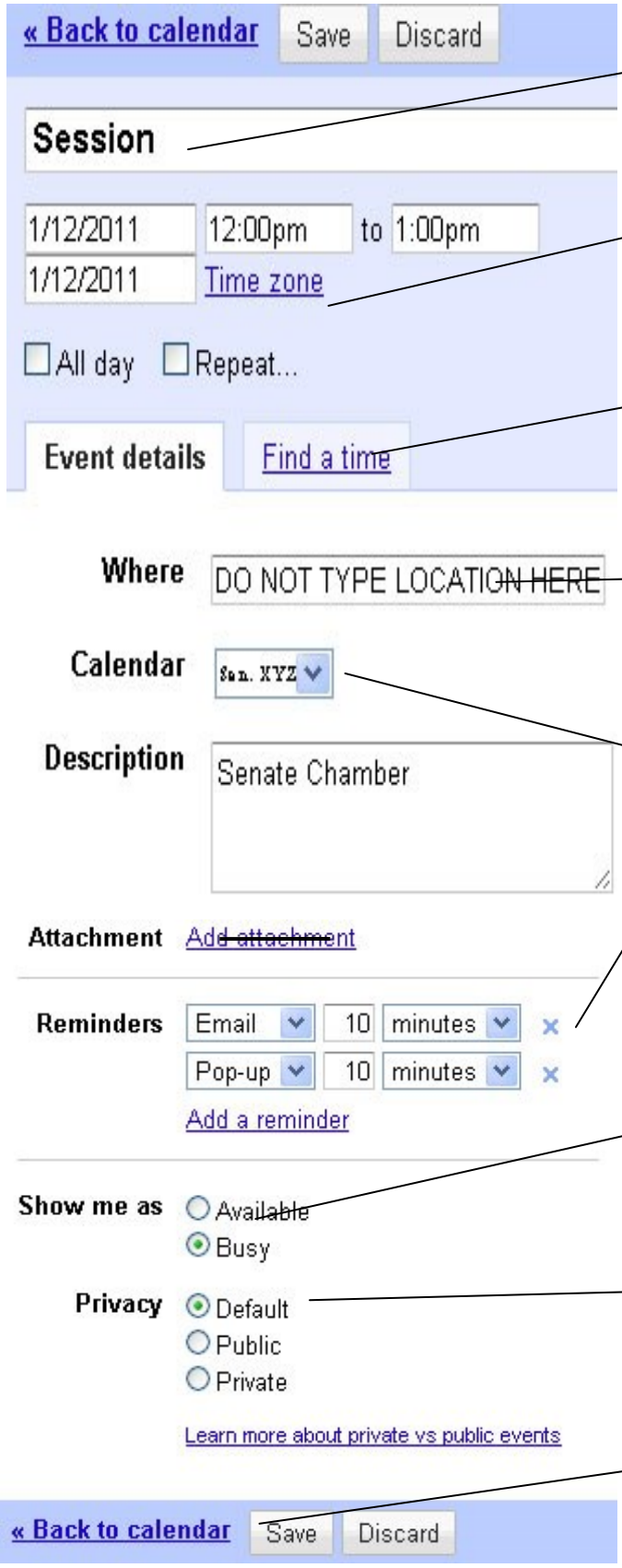
1. Open Google Calendar.

2. In the upper-left of your calendar, click **Create Event** to open the event details page.

Click **Create Event** to immediately publish the event, or click **edit event details** to continue setting up the event.

3. Enter details, such as recurrence, attendees, an agenda, and a reminder.
4. Click **Save**.

ENTER MEETING DETAILS– SINGLE ENTRY



Type in the name of the event (i.e. Session, Committee Meeting). **This prints on the card.**

Type in the date and time. The Time Zone is set to EST.

Do not use

Leave Blank- Will not print on Calendar card

IMPORTANT! ***must be the Senator's or District Calendar***

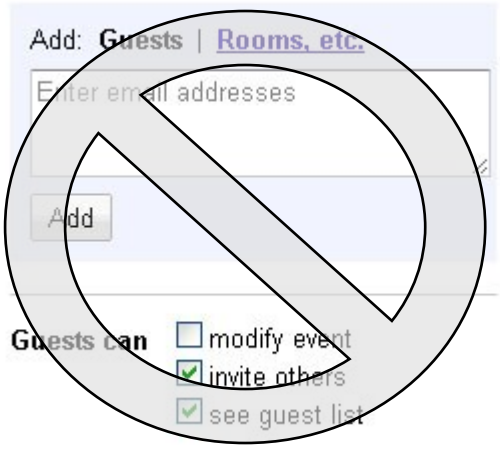
Use for reminder, it will go to the Senator's calendar. If you do not want to use it click on the "x" button.

Click available if you want it to show as text, **Click Busy** if you want it to appear as a calendar entry.

Click default

Click Save or it will not be on the Senator's or District calendar.

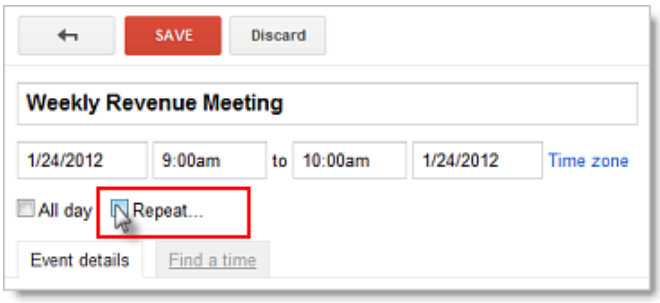
This section of the event entry will not be used.



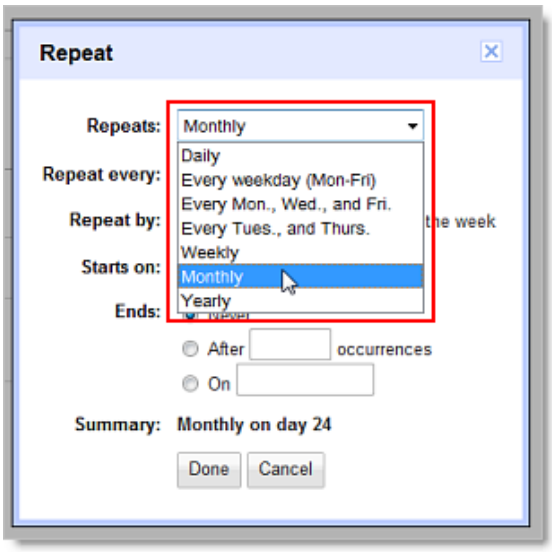
SET UP A RECURRING MEETING

Go to the event details page.

Check the box to the left of **Repeat**.



In the **Repeat** pop-up, select an option from the **Repeats** drop-down.



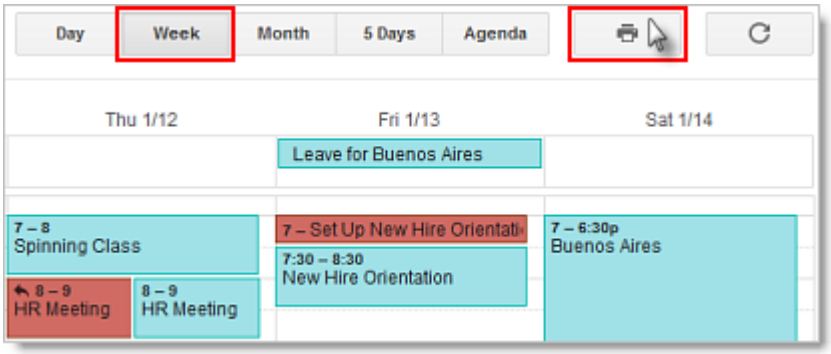
Depending on your selection from the **Repeats** drop-down, further define how the meeting recurs, including specifying start and end dates (if applicable).

Finish creating your meeting as usual.

PRINT YOUR CALENDAR

(On 8 ½ x 11 size paper)
Make sure only the calendars you want to print are highlighted in your list under **My Calendars**. If not, simply click the calendars to select or deselect them.

At the top of the calendar view, select the time frame you want to print; for example, select **Day** or **Week**.



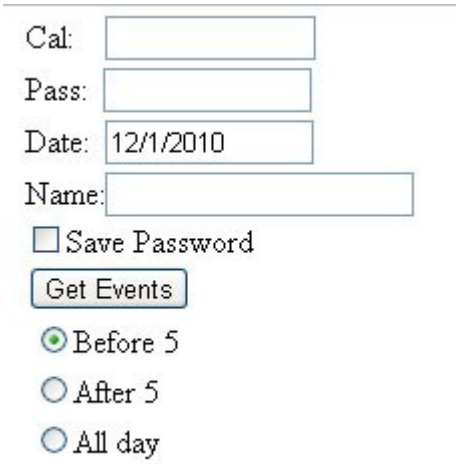
Click the print icon. In the **Calendar Print Preview** window, you can select a font size, page orientation, and other options.

Select the options you want, and then click **Print**.

PRINT THE CALENDAR CARD

(On calendar card size paper)

Once you have completed the calendar entries for the calendar card. Go to the Home Page of the Senate Portal. Click on Print Calendar Card. The following screen will appear:



The following items should be entered:

Cal: Senator's username

Pass: Senator's password

NOTE: If you do not know the Senator's username and password, please call Senate IT for assistance.

Date: <date you want printed>

Name: <Senator's Name>

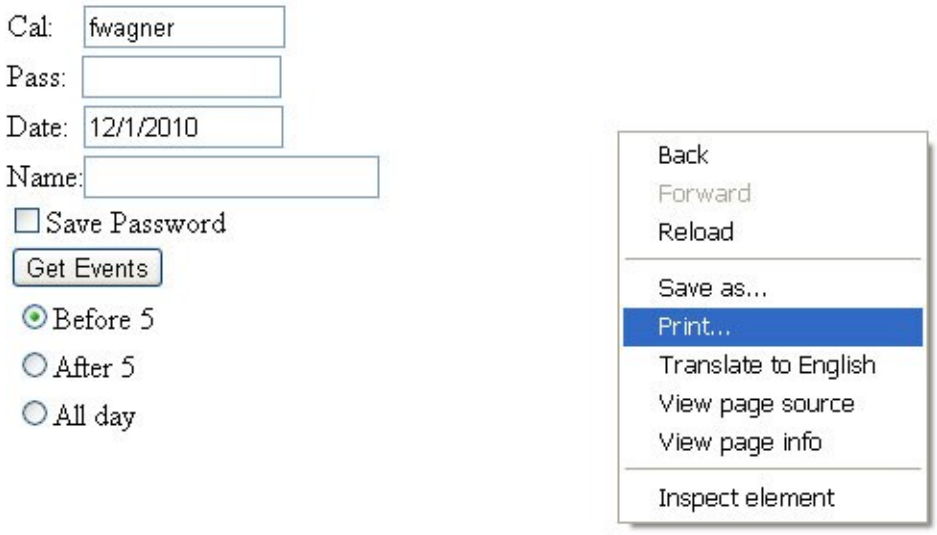
Save Password: check this. After doing so, you will not have to enter the Senator Name or password.

Select the option of Before 5, After 5 or All day.

Press the "Get Events" button.

The calendar should appear on the screen. If you see items that need to be corrected, please go back to the calendar and make the modifications.

Place a calendar card in the printer. Click on the right mouse button; Select Print.



NOTE: If the card does not print out the information as you would like it to appear. Go back to the calendar and edit the entries. If you would like to print on the back of the card, turn it over make your selections and print again.

CREATING A NEW TIMESHEET

The Timesheet application is essential to complete in order to process your paycheck. This is the

only device we have to track your hours worked. Your hours worked are submitted on a weekly basis.

The timesheet can be accessed by going to the Senate Portal's homepage.

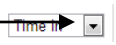
The _____ screen below will appear:

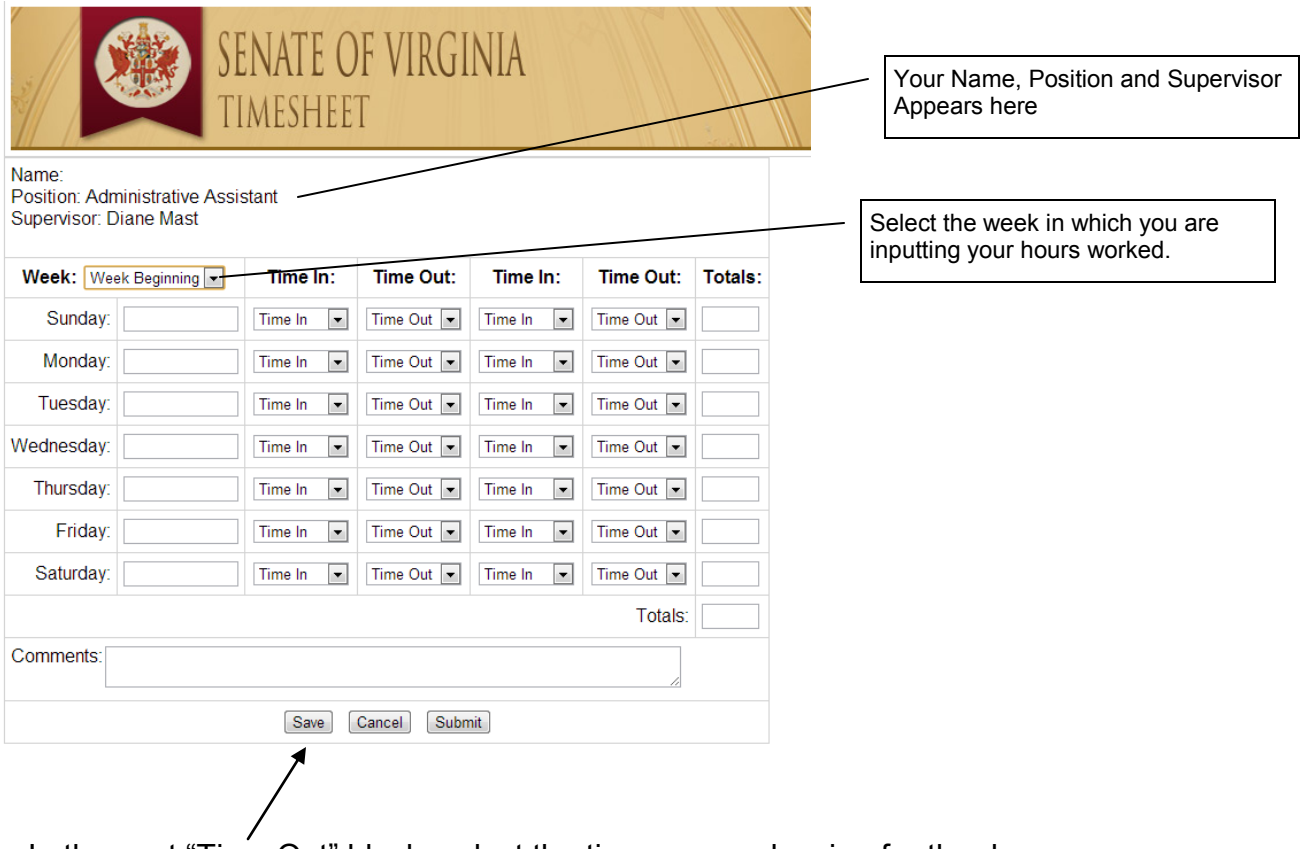
You will enter the same username and password that you use to log on to your computer.

Press the OK button.

The screen below appears, click on "New Timesheet"

ENTERING YOUR HOURS WORKED

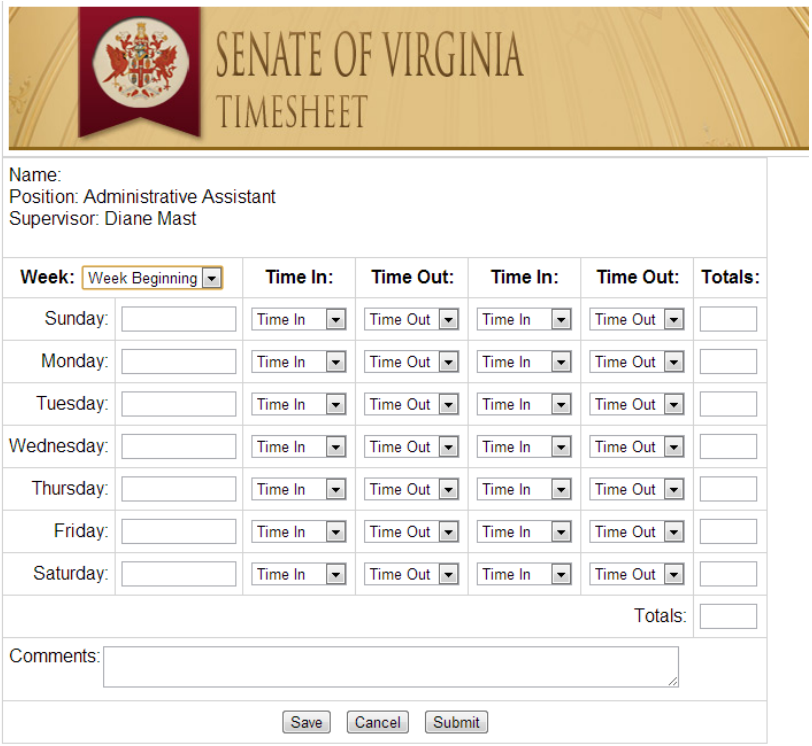
1. In the “Time In” block, click the down arrow 
2. Enter the time that you arrived a work. The times are listed on the quarter hour.
3. In the “Time Out” block select the time that you left for lunch. If you are working on a day that does not have a lunch hour, use this block as your ending time for the day. For instance, if you come in at 8:30 a.m. and have to leave at 10:30 a.m., this is the block that you would indicate that.
4. In the next block, “Time In” select the time you returned from your lunch break.



5. In the next “Time Out” block, select the time you are leaving for the day.
6. Check your total hours worked in the “Totals” column. If this is correct, Click on the save button on the bottom of the screen. Otherwise, correct your errors and check the “Totals” column again.
7. Click the “Save Button”
8. Please do not fill in your **timesheet for hours that you have not worked**. For example, do not prefill your timesheet for the week, enter your hours worked at the end of each day.

THE REMAINDER OF THE WEEK'S ENTRIES

1. To enter the rest of the week's hours worked, when you have completed your timesheet for the week, Click on the **"Submit button"** at the bottom of the screen.



2. Once, you have submitted your timesheet, it is sent to your supervisor for approval. You will not be able to edit the timesheet that you have submitted.

TIMESHEET LISTING

As you submit your timesheets, you will begin to see a list of the prior weeks that you submitted a timesheet. Each week you will have a saved timesheet in the list.

Portal

The Senate Portal is available to Senate Staff as a tool to provide easy access to items that are related to Senate activities. There are links, forms, publications and other helpful tools to assist you. The Portal is also mobile ready. **The URL is http://apps.senate.virginia.gov/Portal/index.php**

The Portal is divided up four basic parts: Top Navigation Menu, Mid Section 1 and 2 and Local, State and National Resources and Websites.

1. Top Navigation Menu

Electronic Calendar

Submenu

Electronic Calendar: A system for Senators and Legislative Assistants to review bills and resolutions during session.

Electronic Docket:

LIS

Submenu

Bills and Resolutions: A link to the LIS (Legislative Information System). This system is the computer system that provides a status of individual bills and related information.

Lobbyist in a Box: Provides you with "profiles" for tracking and reporting legislation

Virginia General Assembly

Submenu

Virginia General Assembly Website- a link to the Virginia General Assembly Website. This website is available to the public. When assisting someone, you may give them this web address: **http://virginiageneralassembly.gov**

Bills and Resolutions- A link to the LIS (Legislative Information System). This system is the computer system that provides a status of individual bills and related information.

Lobbyist in a Box- Provides you with "profiles" for tracking and reporting legislation

Senate Finance Committee

Submenu

Senate Finance Committee- A link to the Senate Finance Committee Home page.

Budget Amendment and Documents

SFC Calendar

Calendars- A list of legislative calendars and Capitol events

Submenu

Legislative Calendar

Commonwealth Calendar

Capitol Events Calendar

Interim Calendar

Session Calendar

Social Calendar

Meriwethers- The restaurant serving the Capitol

Submenu

Weekly Specials

2. Mid Section 1

This section is a resource tool for you to use to help others who may have questions about legislation.

Search for a Bill: Enter in a current session bill number to find the status of the bill.

Bill Tracking: Allows one to track current session bills in the LIS (Legislative Information System)

Virginia.gov: The Commonwealth of Virginia website.

Who's my Legislator: A tool to provide you with the contact information for those individuals that want to know who or how to contact their elected official.

Daily Links: Applications and webpages

Senate of Virginia: Directory listing of the members and staff of the Senate of Virginia

House of Delegates: Directory listing of the members and staff of the House of Delegates

U.S. Congress: Listing Virginia Congressional Delegation and U.S. Senate and House Websites

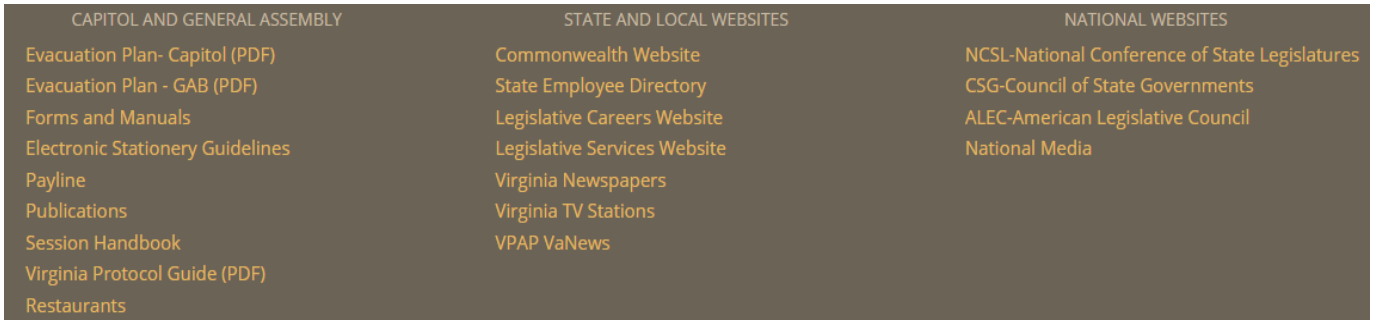
3. Mid Section 2

A section that will provides with applications, member and staff directories and Session viewing.

> Printing of Webpages on the Senate Member Listings and Bio Pages
>
> Senate Members– to print the listings of the Senate Membership and/or Bio page, there is a print button located on the upper right hand corner. Click on the "Print PDF" link to print out the listing. If you do not see the "Print PDF" link, then the webpage (what you see on the screen) will print.
>
> Bio Pages– Right click on the screen and a dialog box will appear and select and click on the Print option.

Current Session: Live video of the Senate and House in Session. Listing of Minutes and the Daily Floor Calendar

4. Local, State and National Resources and Websites



CAPITOL AND GENERAL ASSEMBLY

Evacuation Plan: Capitol (PDF)

Evacuation Plan: GAB (PDF)

Forms and Manuals: The most commonly used forms. (see the following page for a listing of the forms)

Electronic Stationery Guidelines: an email template is available for use that holds the header of Senate Stationery.

Payline: The Dept. of Accounts website that will show your personal earnings. If this is your first time using the system, create an account by following the prompts. You will need to input your

social security number. If you have problems please call the Senate Fiscal Office at 804-698-7420

Publications: Various publications and programs available in PDF format.

Session Handbook: Basic information on the legislative process and the operation of the Senate for Senators, legislative assistants, administrative assistants, and Senate session employees.

Virginia Protocol Guide (PDF): A guide to Virginia's Protocols and Traditions.

Restaurants: a list of the area restaurants in and around the Capitol.

STATE AND LOCAL WEBSITES

Commonwealth Website: The Commonwealth of Virginia website (Virginia.gov).

State Employee Directory: A tool to lookup email address for State Employees

Legislative Careers Website: Legislative staff members around the country and the National Conference of State Legislatures have teamed up to show the opportunities of work for state legislatures**.**

Legislative Services Website: The Division of Legislative Services website

Virginia Newspapers: A listing and links to Virginia newspapers

Virginia TV Stations: A listing and links to Television stations

VPAP VaNews: The Virginia Public Access Project connects Virginians to nonpartisan information.

NATIONAL WEBSITES

NCSL: National Conference of State Legislatures

CSG: Council of State Governments

ALEC: American Legislative Council

National Media: A listing and links to National newspapers and television stations.

Senate Forms and Manuals

Form Name	Link or PDF
Amendment Form (original must be on pink colored paper)	PDF DOC
Budget Amendment Form	PDF DOC
Certificate Request	LINK
Committee Room Reservation Form - GAB (General Assembly Building)	PDF
Computer Training Manual	PDF
Co-Patron Forms (Listing of Senators)	PDF DOC
Co-Patron Forms (Listing of Delegates)	PDF DOC
Co-Patron Form (House Form with a Listing of Senators)	PDF
Fax Cover Sheet	PDF DOC
Legislative Assistant Employment Forms	LINK
Legislative Assistant Wage Timesheet	PDF
Parliamentary Language for Senate Floor Procedures	PDF
Per Diem Form (Legislative Assistants)	PDF
Rented Equipment Form-for General Assembly Office	PDF
State Application Form	LINK
Stationery Request	LINK
Supply Request	LINK
Timesheet	PDF
Travel Voucher/Travel Expenses Reimbursement Form	PDF DOC
Why is Virginia a Commonwealth?	PDF

Tax Forms

VA-4 Virginia Personal Exemption Worksheet	PDF
Employee's Withholding Allowance Certificate (Federal W-4)	PDF